

Audit Committee Meeting

Wednesday 27 February 2008

10.30 am

The 21st meeting of the Audit Committee will be held at the following location:

The Council Chamber
Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

The Audit Committee meeting will be held in two parts. Part One will be open to members of the public. Part Two will be held in private.

Colin Bendall,
Secretary to the Committee
20 February 2008

Health Professions Council
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London SE11 4BU

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Agenda – Part one – open to members of the public

1. **Apologies for absence** verbal
2. **Approval of agenda** verbal
3. **Minutes of the Audit Committee meeting held on 5 December 2007** enclosure 1
from Colin Bendall - Secretary to the Committee paper AUD 1/08
4. **Matters arising** enclosure 2
from Colin Bendall - Secretary to the Committee paper AUD 2/08
5. **Chairman's report** verbal
(to include any contact between the Chairman and the internal and external auditors, as required by Standing Order 14)
6. **Quality report** enclosure 3
from Roy Dunn – Head of Business Improvement paper AUD 3/08

Items for discussion/approval

7. **Baker Tilly audit plan 2007-8** enclosure 4
from Simon Leicester – Director of Finance paper AUD 4/08
8. **National Audit Office audit strategy 2007-8** enclosure 5
from Simon Leicester – Director of Finance paper AUD 5/08
9. **PKF audit plan 2008-9** enclosure 6
from Simon Leicester – Director of Finance paper AUD 6/08
10. **Internal audit report – Registration Department** enclosure 7
from Richard Houghton – Head of Registration paper AUD 7/08
11. **Internal audit report – Governance and risk management review** enclosure 8
from Niamh O’Sullivan – Secretary to Council paper AUD 8/08
12. **Internal audit progress report** enclosure 9
from Colin Bendall – Secretary to the Committee paper AUD 9/08
13. **Risk register update** enclosure 10
from Simon Leicester – Director of Finance paper AUD 10/08

Items to note

14. **Annual report 2006-7: Progress report** from Niamh O'Sullivan – Secretary to Council enclosure 11
paper AUD 11/08
15. **Reappointment of accountant members** from Colin Bendall – Secretary to the Committee enclosure 12
paper AUD 12/08

Items for information

16. **National Audit Office director responsibilities** from Colin Bendall – Secretary to the Committee enclosure 13
paper AUD 13/08
17. **Any other business**
Previously notified to and agreed by the Chairman
18. **Date and time of next meeting:**
10.30 am on Thursday 26 June 2008

Subsequent meetings at 10.30 am:

Friday 26 September 2008
Wednesday 10 December 2008
Thursday 26 February 2009
Wednesday 24 June 2009

Resolution

The Committee is invited to adopt one or more of the following:

"The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following;

- a. information relating to a registrant, former registrant or applicant for registration;
- b. information relating to an employee or office holder, former employee or applicant for any post or office;
- c. the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- d. negotiations or consultation concerning labour relations between the Council and its employees;
- e. any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- f. action being taken to prevent or detect crime or to prosecute offenders;
- g. the source of information given to the Committee in confidence;
- h. or any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions."

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