

Audit Committee

The 27th meeting of the Audit Committee will take place as follows:

Date: Tuesday 29 September 2009

Time: 10:30 am

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

Members: Mrs Patricia Blackburn
Professor Jeff Lucas
Mr Deep Sagar
Mrs Joy Tweed

Enquiries: Colin Bendall, Secretary to the Committee
020 7840 9710
colin.bendall@hpc-uk.org

Part 1 – Public Agenda

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| 1 | Nomination of Committee chair
Colin Bendall – Secretary to the Committee | enclosure 1
AUD 36/09 |
| 2 | Apologies for absence | verbal |
| 3 | Approval of agenda | verbal |
| 4 | Declaration of members' interests | verbal |
| 5 | Minutes of the Audit Committee meeting of 24 June 2009
Colin Bendall – Secretary to the Committee | enclosure 2
AUD 37/09 |
| 6 | Matters arising
Colin Bendall – Secretary to the Committee | enclosure 3
AUD 38/09 |
| 7 | Business Process Improvement report
Roy Dunn – Head of Business Process Improvement | enclosure 4
AUD 39/09 |

Items for discussion/approval

- | | | |
|----|---------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 8 | 22-26 Stannary Street Limited
Gary Butler – Director of Finance | enclosure 5
AUD 40/09 |
| 9 | Internal audit charter
Gary Butler – Director of Finance | enclosure 6
AUD 41/09 |
| 10 | Internal audit report – Fitness to Practise
Kelly Johnson – Director of Fitness to Practise | enclosure 7
AUD 42/09 |
| 11 | Internal audit progress report
Colin Bendall – Secretary to the Committee | enclosure 8
AUD 43/09 |
| 12 | Risk register update
Roy Dunn – Head of Business Process Improvement | enclosure 9
AUD 44/09 |
| 13 | Committee representative at Finance and Resources Committee meetings
Colin Bendall – Secretary to the Committee | enclosure 10
AUD 45/09 |

Items to note

- | | | |
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| 14 | Role of the Comptroller and Auditor General and the National Audit Office
Colin Bendall – Secretary to the Committee | enclosure 11
AUD 46/09 |
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Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2009-09-18	a	ADT	AGD	Audit Committee agenda 29 September 2009	Final DD: None	Public RD: None

15 **Terms of reference and standing orders**
Colin Bendall – Secretary to the Committee

enclosure 12
AUD 47/09

16 **Any other business**
Previously notified and agreed by the Chair

17 **Date & time of next meeting:**
10.30 am on Wednesday 9 December 2009

Subsequent meetings at 10.30 am:
Wednesday 24 February 2010
Thursday 24 June 2010

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;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) 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;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee’s or Council’s functions.’

Item	Reason for Exclusion
18	3
19	3
20	3
21	3

Part 2 – Private Agenda

18 **Minutes of the private part of the Audit Committee of 24 June 2009**
Colin Bendall – Secretary to the Committee

enclosure 13
AUD 48/09

19 **Matters arising**
Colin Bendall – Secretary to the Committee

verbal

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2009-09-18	a	ADT	AGD	Audit Committee agenda 29 September 2009	Final DD: None	Public RD: None

Items for discussion/approval

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|----|--------------------------------------------------------------------------------------------------------|---------------------------|
| 20 | 2009-10 year end audit
Gary Butler – Director of Finance | enclosure 14
AUD 49/09 |
| 21 | Review of the performance of the internal auditor
Colin Bendall – Secretary to the Committee | enclosure 15
AUD 50/09 |

Items to note

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| 22 | Any other business
Previously notified and agreed by the Chairman |
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