

Audit Committee

The 33rd meeting of the Audit Committee will take place as follows:

Date: Thursday 23 June 2011

Time: 10:30 am

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

Members: Jeff Lucas (Chair)
Morag MacKellar
Deep Sagar
Joy Tweed

Enquiries: Colin Bendall, Secretary to the Committee
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Part 1 – Public Agenda

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|---|--|--------------------------|
| 1 | Apologies for absence | verbal |
| 2 | Approval of agenda | verbal |
| 3 | Declaration of members' interests | verbal |
| 4 | Minutes of the Audit Committee meeting of 16 March 2011
Colin Bendall – Secretary to the Committee | enclosure 1
AUD 20/11 |
| 5 | Matters arising
Colin Bendall – Secretary to the Committee | enclosure 2
AUD 21/11 |
| 6 | Business Process Improvement report
Roy Dunn – Head of Business Process Improvement | enclosure 3
AUD 22/11 |

Items for discussion/approval

- | | | |
|----|---|--------------------------|
| 7 | Internal audit annual report
Colin Bendall – Secretary to the Committee | enclosure 4
AUD 23/11 |
| 8 | Draft annual report 2010-11
Gary Butler – Director of Finance | enclosure 5
AUD 24/11 |
| 9 | National Audit Office audit findings and letter of representation
Gary Butler – Director of Finance | enclosure 6
AUD 25/11 |
| 10 | British Standards Institute audit report April 2011
Roy Dunn – Head of Business Process Improvement | enclosure 7
AUD 26/11 |
| 11 | Risks owned by the Director of Finance
Gary Butler – Director of Finance | verbal |
| 12 | Risks owned by the Facilities Manager
Steve Hall – Facilities Manager | verbal |
| 13 | Risks owned by the Secretary to Council
Steve Rayner – Secretary to Committees | verbal |
| 14 | Transfer of regulatory functions from General Social Care Council to HPC
Colin Bendall – Secretary to the Committee | enclosure 8
AUD 27/11 |

Items to note

- 15 **Annual review of actions taken in 2010-11: Public meetings** enclosure 9
Colin Bendall – Secretary to the Committee AUD 28/11
- 16 **Any other business**
Previously notified and agreed by the Chair
- 17 **Date & time of next meeting:**
10.30 am Thursday 29 September 2011 (followed by presentation from Mazars on their approach to internal audit work)

Subsequent meetings at 10.30 am:

Tuesday 13 March 2012
Thursday 21 June 2012
Thursday 27 September 2012
Wednesday 28 November 2012

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
19	4
20	4
21	4, 8
22	4, 8
23	3, 4, 8

Part 2 – Private Agenda

19 **Minutes of the private part of the Audit Committee of
16 March 2011** enclosure 10
AUD 29/11
Colin Bendall – Secretary to the Committee

20 **Matters arising** enclosure 11
AUD 30/11
Colin Bendall – Secretary to the Committee

Items for discussion/approval

21 **Transfer of regulatory functions from General Social Care Council
to HPC – Risk register** enclosure 12
AUD 31/11
Roy Dunn – Head of Business Process Improvement

Items to note

22 **Transfer of regulatory functions from General Social Care Council
to HPC – Project plan** enclosure 13
AUD 32/11
Greg Ross-Sampson – Director of Operations

23 **Annual review of actions taken in 2010-11: Private meetings** enclosure 14
AUD 33/11
Colin Bendall – Secretary to the Committee

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

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