

Audit Committee

The 32nd meeting of the Audit Committee will take place as follows:

Date: Wednesday 16 March 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
020 7840 9710
colin.bendall@hpc-uk.org

Part 1 – Public Agenda

- | | | |
|---|---|-------------------------|
| 1 | Apologies for absence | verbal |
| 2 | Approval of agenda | verbal |
| 3 | Declaration of members' interests | verbal |
| 4 | Minutes of the Audit Committee meeting of 25 November 2010
Colin Bendall – Secretary to the Committee | enclosure 1
AUD 1/11 |
| 5 | Matters arising
Colin Bendall – Secretary to the Committee | enclosure 2
AUD 2/11 |
| 6 | Business Process Improvement report
Roy Dunn – Head of Business Process Improvement | enclosure 3
AUD 3/11 |

Items for discussion/approval

- | | | |
|----|--|-------------------------|
| 7 | Internal audit report – Review of previous recommendations
Colin Bendall – Secretary to the Committee | enclosure 4
AUD 4/11 |
| 8 | Internal audit report – Transfer of regulatory functions from General Social Care Council
Colin Bendall – Secretary to the Committee | enclosure 5
AUD 5/11 |
| 9 | Internal audit report – Governance review
Colin Bendall – Secretary to the Committee | enclosure 6
AUD 6/11 |
| 10 | Internal audit progress report
Colin Bendall – Secretary to the Committee | enclosure 7
AUD 7/11 |
| 11 | Internal audit report – Financial systems
Gary Butler – Director of Finance | enclosure 8
AUD 8/11 |

Item to note

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|----|---|-------------------------|
| 12 | Explanation on difference between Netregulate and financial records
Gary Butler – Director of Finance | enclosure 9
AUD 9/11 |
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Items for discussion/approval

- | | | |
|----|---|---------------------------|
| 13 | Internal audit workplan 2011-12
Gary Butler – Director of Finance | enclosure 10
AUD 10/11 |
| 14 | Risk register
Roy Dunn – Head of Business Process Improvement | enclosure 11
AUD 11/11 |

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-01-11	a	ADT	AGD	Audit Committee agenda 16 March 2011	Final	Public
					DD: None	RD: None

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| 15 | Risks owned by the Director of Human Resources
Teresa Haskins – Director of Human Resources | verbal |
| 16 | Risks owned by the Partner Manager
Kathryn Neuschafer – Partner Manager | verbal |
| 17 | Risks owned by the Director of Communications
Jacqueline Ladds – Director of Communications | enclosure 12
AUD 12/11 |
| 18 | Transfer of regulatory functions from General Social Care Council to HPC
Colin Bendall – Secretary to the Committee | enclosure 13
AUD 13/11 |
| 19 | Benefits of HPC’s Quality Management System
Roy Dunn – Head of Business Process Improvement | enclosure 14
AUD 14/11 |

Items to note

- | | | |
|----|--|---------------------------|
| 20 | Committee membership
Colin Bendall – Secretary to the Committee | enclosure 15
AUD 15/11 |
| 21 | Dates of Committee meetings in 2012
Colin Bendall – Secretary to the Committee | enclosure 16
AUD 16/11 |
| 22 | Any other business
Previously notified and agreed by the Chair | |
| 23 | Date & time of next meeting:
10.30 am Thursday 23 June 2011 | |

Subsequent meetings at 10.30 am:

Thursday 29 September 2011

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;

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					DD: None	RD: None

- (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
24	3, 8
25	3, 8
26	4, 8

Part 2 – Private Agenda

- 24 **Minutes of the private part of the Audit Committee of 25 November 2010**
Colin Bendall – Secretary to the Committee
enclosure 17
AUD 17/11
- 25 **Matters arising**
Colin Bendall – Secretary to the Committee
enclosure 18
AUD 18/11

Items for discussion/approval

- 26 **Transfer of regulatory functions from General Social Care Council to HPC – Risk register**
Roy Dunn – Head of Business Process Improvement
enclosure 18a
AUD 19/11
- 27 **Any other business**
Previously notified and agreed by the Chair

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