

<b>Audit Committee</b>
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**The 38th meeting of the Audit Committee will take place as follows:**

**Date:** Thursday 21 June 2012

**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

1	<b>Apologies for absence</b>	verbal
2	<b>Approval of agenda</b>	verbal
3	<b>Declaration of members' interests</b>	verbal
4	<b>Minutes of the Audit Committee meeting of 13 March 2012</b> Colin Bendall – Secretary to the Committee	enclosure 1 AUD 17/12
5	<b>Matters arising</b> Colin Bendall – Secretary to the Committee	enclosure 2 AUD 18/12
6	<b>Business Process Improvement report</b> Roy Dunn – Head of Business Process Improvement	enclosure 3 AUD 19/12
Items for discussion/approval		
7	<b>Draft annual report 2011-12</b> Tim Moore – Director of Finance	enclosure 4 AUD 20/12
8	<b>National Audit Office audit completion report</b> Tim Moore – Director of Finance	enclosure 5 AUD 21/12
9	<b>Internal audit report – Risk management</b> Roy Dunn – Head of Business Process Improvement	enclosure 6 AUD 22/12
10	<b>Internal audit report – Project management</b> Claire Reed – Projects Manager	enclosure 7 AUD 23/12
11	<b>Internal audit – Review of recommendations</b> Colin Bendall – Secretary to the Committee	enclosure 8 AUD 24/12
12	<b>Internal audit annual report</b> Colin Bendall – Secretary to the Committee	enclosure 9 AUD 25/12
13	<b>Transfer of regulatory functions from General Social Care Council to HPC</b> Colin Bendall – Secretary to the Committee	enclosure 10 AUD 26/12
14	<b>Record retention and disposal policy</b> Greg Ross-Sampson – Director of Operations	enclosure 11 AUD 27/12
15	<b>Extracts from risk register</b> Colin Bendall – Secretary to the Committee	enclosure 12 AUD 28/12

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2012-05-22	a	ADT	AGD	Audit Committee agenda 21 June 2012	Final	Public
					DD: None	RD: None

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|----|--|--------|
| 16 | <b>Risks owned by the Director of Education</b><br>Abigail Gorringe – Director of Education                  | verbal |
| 17 | <b>Risks owned by the Director of Fitness to Practise</b><br>Kelly Johnson – Director of Fitness to Practise | verbal |
| 18 | <b>Risks owned by the Head of Registration</b><br>Richard Houghton – Head of Registration                    | verbal |

Items to note

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|----|---|---------------------------|
| 19 | <b>British Standards Institute audit report</b><br>Roy Dunn – Head of Business Process Improvement              | enclosure 13<br>AUD 29/12 |
| 20 | <b>Annual review of actions taken in 2011-12: Public meetings</b><br>Colin Bendall – Secretary to the Committee | enclosure 14<br>AUD 30/12 |
| 21 | <b>Any other business</b><br>Previously notified and agreed by the Chair  |                           |
| 22 | <b>Date &amp; time of next meeting:</b><br>10.30 am Thursday 27 September 2012                                  |                           |

**Subsequent meetings at 10.30 am:**

Wednesday 28 November 2012  
 Wednesday 13 March 2013  
 Tuesday 25 June 2013  
 Thursday 26 September 2013  
 Tuesday 28 November 2013

**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;

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- (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
23	4
24	4
25	3
26	4
27	8

## Part 2 – Private Agenda

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| 23 | <b>Private minutes of the Audit Committee of 13 March 2012</b><br>Colin Bendall – Secretary to the Committee | enclosure 15<br>AUD 31/12 |
| 24 | <b>Matters arising</b><br>Colin Bendall – Secretary to the Committee   | verbal                    |

### Items for discussion/approval

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|----|--|---------------------------|
| 25 | <b>Review of the performance of the internal auditor</b><br>Colin Bendall – Secretary to the Committee   | enclosure 16<br>AUD 32/12 |
| 26 | <b>Transfer of regulatory functions from General Social Care Council to HPC – Risk register</b><br>Roy Dunn – Head of Business Process Improvement | enclosure 17<br>AUD 33/12 |

### Items to note

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|----|--|---------------------------|
| 27 | <b>Annual review of actions taken in 2011-12: Private meetings</b><br>Colin Bendall – Secretary to the Committee | enclosure 18<br>AUD 34/12 |
| 28 | <b>Any other business</b><br>Previously notified and agreed by the Chair   |                           |