

Audit Committee

The 37th meeting of the Audit Committee will take place as follows:

Date: Tuesday 13 March 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	Apologies for absence	verbal
2	Approval of agenda	verbal
3	Declaration of members' interests	verbal
4	Minutes of the Audit Committee meeting of 20 October 2011 Colin Bendall – Secretary to the Committee	enclosure 1 AUD 1/12
5	Matters arising Colin Bendall – Secretary to the Committee	enclosure 2 AUD 2/12
6	Business Process Improvement report Roy Dunn – Head of Business Process Improvement	enclosure 3 AUD 3/12
Items for discussion/approval		
7	National Audit Office external audit strategy 2011-2012 Tim Moore – Director of Finance	enclosure 4 AUD 4/12
8	Internal audit plan 2012-13 Tim Moore – Director of Finance	enclosure 5 AUD 5/12
9	Internal audit report – Corporate governance Louise Hart – Secretary to Council	enclosure 6 AUD 6/12
10	Internal audit report – Purchase Requisition System Tim Moore – Director of Finance	enclosure 7 AUD 7/12
11	Internal audit – Review of recommendations Colin Bendall – Secretary to the Committee	enclosure 8 AUD 8/12
12	Internal audit progress report Colin Bendall – Secretary to the Committee	enclosure 9 AUD 9/12
13	Review of the performance of the internal auditor Colin Bendall – Secretary to the Committee	enclosure 10 AUD 10/12
14	Transfer of regulatory functions from General Social Care Council to HPC Colin Bendall – Secretary to the Committee	enclosure 11 AUD 11/12
15	British Standards Institute audit report, October 2011 Roy Dunn – Head of Business Process Improvement	enclosure 12 AUD 12/12

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2011-10-17	a	ADT	AGD	Audit Committee agenda 13 March 2012	Final	Public
					DD: None	RD: None

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|----|--|---------------------------|
| 16 | Risk register update
Roy Dunn – Head of Business Process Improvement | enclosure 13
AUD 13/12 |
| 17 | Risks owned by the Chair of Council
Anna van der Gaag – Chair of Council | verbal |
| 18 | Risks owned by the Chief Executive and Registrar
Marc Seale – Chief Executive and Registrar | verbal |
| 19 | Risks owned by the Director of Policy and Standards
Michael Guthrie – Director of Policy and Standards | verbal |
| 20 | Deferred income – reconciliation of figures
Colin Bendall – Secretary to the Committee | enclosure 14
AUD 14/12 |

Items to note

- | | | |
|----|---|---------------------------|
| 21 | Dates of Committee meetings 2013
Colin Bendall – Secretary to the Committee | enclosure 15
AUD 15/12 |
| 22 | Any other business
Previously notified and agreed by the Chair | |
| 23 | Date & time of next meeting:
10.30 am Tuesday 21 June 2012 | |

Subsequent meetings at 10.30 am:

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;

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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
24	4

Part 2 – Private Agenda

Items for discussion/approval

- 24 **Transfer of regulatory functions from General Social Care Council to HPC – Risk register** enclosure 16
Roy Dunn – Head of Business Process Improvement AUD 16/12
- 25 **Any other business**
Previously notified and agreed by the Chair