

**Audit Committee**

**The 39th meeting of the Audit Committee will take place as follows:**

**Date:** Thursday 27 September 2012

**Time:** 10:30 am

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

**Members:** Jeff Lucas (Chair)  
Julia Drown  
Morag MacKellar  
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>Public minutes of the Audit Committee meeting held on 21 June 2012</b><br>Colin Bendall – Secretary to the Committee | enclosure 1<br>AUD 35/12 |
| 5 | <b>Matters arising</b><br>Colin Bendall – Secretary to the Committee  | enclosure 2<br>AUD 36/12 |
| 6 | <b>Business Process Improvement report</b><br>Roy Dunn – Head of Business Process Improvement                           | enclosure 3<br>AUD 37/12 |

### Items for discussion/approval

- |    |  |                           |
|----|--|---------------------------|
| 7  | <b>National Audit Office external audit plan</b><br>Tim Moore – Director of Finance  | enclosure 4<br>AUD 38/12  |
| 8  | <b>Review of the performance of the external auditor</b><br>Colin Bendall – Secretary to the Committee                         | enclosure 5<br>AUD 39/12  |
| 9  | <b>Internal audit report – Follow-up of previous recommendations</b><br>Colin Bendall – Secretary to the Committee             | enclosure 6<br>AUD 40/12  |
| 10 | <b>Internal audit – Review of recommendations</b><br>Colin Bendall – Secretary to the Committee                                | enclosure 7<br>AUD 41/12  |
| 11 | <b>Internal audit progress report</b><br>Colin Bendall – Secretary to the Committee  | enclosure 8<br>AUD 42/12  |
| 12 | <b>Transfer of regulatory functions from General Social Care Council to HCPC</b><br>Marc Seale – Chief Executive and Registrar | enclosure 9<br>AUD 43/12  |
| 13 | <b>Risk register update</b><br>Roy Dunn – Head of Business Process Improvement   | enclosure 10<br>AUD 44/12 |
| 14 | <b>Extracts from January 2012 risk register</b><br>Colin Bendall – Secretary to the Committee                                  | enclosure 11<br>AUD 45/12 |
| 15 | <b>Risks owned by the Director of Communications</b><br>Jacqueline Ladds – Director of Communications                          | verbal                    |

16 **Risks owned by the Partner Manager**

Hayley Graham – Partner Manager

verbal

17 **Any other business**

Previously notified and agreed by the Chair

18 **Date & time of next meeting:**

10.30 am Wednesday 28 November 2012

**Subsequent meetings at 10.30 am:**

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;

- (a) information relating to a registrant, former registrant or applicant for registration;
- (b) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (c) 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;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (f) action being taken to prevent or detect crime or to prosecute offenders;
- (g) the source of information given to the Committee in confidence; or
- (h) 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	c, d
20	c, d
21	h
22	d
23	c, g

## Part 2 – Private Agenda

19 **Minutes of the private part of the Audit Committee meeting held on 21 June 2012** enclosure 12  
AUD 46/12  
Colin Bendall – Secretary to the Committee

20 **Matters arising** enclosure 13  
AUD 47/12  
Colin Bendall – Secretary to the Committee

### Items for discussion/approval

21 **Meetings between Chair of the Committee and the internal and external auditors** enclosure 14  
AUD 48/12  
Colin Bendall – Secretary to the Committee

22 **Transfer of regulatory functions from General Social Care Council to HCPC** enclosure 15  
AUD 49/12  
Marc Seale – Chief Executive and Registrar

### Item to note

23 **National Audit Office report** enclosure 16  
AUD 50/12  
Marc Seale – Chief Executive and Registrar

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

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2012-09-18	a	ADT	AGD	Audit Committee agenda 27 September 2012	Final DD: None	Public RD: None