
Audit Committee

The 42nd meeting of the Audit Committee will take place as follows:

Date: Tuesday 25 March 2013

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: Claire Gascoigne, Secretary to the Committee
020 7840 9710
claire.gascoigne@hcpc-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 13 March 2013
Claire Gascoigne – Secretary to the Committee | enclosure 1
AUD 16/13 |
| 5 | Matters arising
Claire Gascoigne – Secretary to the Committee | enclosure 2
AUD 17/13 |
| 6 | Business Process Improvement report
Roy Dunn – Head of Business Process Improvement | enclosure 3
AUD 18/13 |

Items for discussion/approval

- | | | |
|----|---|--------------------------|
| 7 | Draft Annual Report and Accounts 2012-13
Tim Moore – Director of Finance | enclosure 4
AUD 19/13 |
| 8 | National Audit Office - Audit Completion Report 2012-13
Tim Moore – Director of Finance | enclosure 5
AUD 20/13 |
| 9 | Internal Audit Report - Bribery Act
Tim Moore – Director of Finance | enclosure 6
AUD 21/13 |
| 10 | Internal Audit Annual Report 2012-13
Claire Gascoigne – Secretary to the Committee | enclosure 7
AUD 22/13 |
| 11 | Internal Audit – review of recommendations
Claire Gascoigne – Secretary to the Committee | enclosure 8
AUD 23/13 |
| 12 | Risks Presentations
Marc Seale – Chief Executive
Michael Guthrie – Director of Policy and Standards
Roy Dunn – Head of Business Process Improvement | enclosure 9
AUD 24/13 |

Items to note

- | | | |
|----|--|--|
| 13 | Any other business
Previously notified and agreed by the Chair | |
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Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2013-06-17	a	ADT	AGD	Audit Committee agenda 25 June 2013	Draft DD: None	Public RD: None

14 **Date & time of next meeting:**
10.30 am Tuesday 25 June 2013

Subsequent meetings at 10.30 am:

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
15	c, d, g, h

Part 2 – Private Agenda

15 **Private minutes of the Audit Committee of 13 March 2013**
Claire Gascoigne – Secretary to the Committee

enclosure 10
AUD 25/13

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