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<b>Audit Committee</b>
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**The 44<sup>th</sup> meeting of the Audit Committee will take place as follows:**

**Date:** Thursday 28 November 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 | <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 26 September 2013</b><br>Claire Gascoigne – Secretary to the Committee | enclosure 1<br>AUD 36/13 |
| 5 | <b>Matters arising</b><br>Claire Gascoigne – Secretary to the Committee   | enclosure 2<br>AUD 37/13 |
| 6 | <b>Business Process Improvement report</b><br>Roy Dunn – Head of Business Process Improvement                       | enclosure 3<br>AUD 38/13 |

## Items for discussion/approval

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|----|--|---------------------------|
| 7  | <b>Near Miss summary report</b><br>Roy Dunn – Head of Business Process Improvement                   | enclosure 4<br>AUD 39/13  |
| 8  | <b>BSI Report</b><br>Roy Dunn – Head of Business Process Improvement                                 | enclosure 5<br>AUD 40/13  |
| 9  | <b>Education Systems Build Project Risk Register</b><br>Paul Nevin – Project Manager                 | enclosure 6<br>AUD 41/13  |
| 10 | <b>Risk presentation</b><br>Hayley Graham – Partner Manager  | enclosure 7<br>AUD 42/13  |
| 11 | <b>Internal audit report: Business Continuity</b><br>Roy Dunn – Head of Business Process Improvement | enclosure 8<br>AUD 43/13  |
| 12 | <b>Internal audit progress report</b><br>Claire Gascoigne – Secretary to the Committee               | enclosure 9<br>AUD 44/13  |
| 13 | <b>Internal audit review of recommendations</b><br>Claire Gascoigne – Secretary to the Committee     | enclosure 10<br>AUD 45/13 |

## Items to note

- |    |  |
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| 14 | <b>Any other business</b><br>Previously notified and agreed by the Chair |
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15 **Date & time of next meeting:**  
Thursday 20 March 2014

## 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
16	b, h
17	h

## Part 2 – Private Agenda

- 16 **Private minutes of the Audit Committee of 26 September 2013** enclosure 11  
Claire Gascoigne – Secretary to the Committee AUD 46/13
- 17 **Tax & National Insurance Considerations** enclosure 12  
Alan Carr – Interim Director of Finance AUD 47/13
- 18 **Any other business**  
Previously notified and agreed by the Chair