
Audit Committee

The 45th meeting of the Audit Committee will take place as follows:

Date: Thursday 20 March 2014

Time: 10:30 am

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

Members: Richard Kennett (Chair)
Keith Ross

Enquiries: Claire Gascoigne, Secretary to the Committee
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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 28 November 2013 Claire Gascoigne – Secretary to the Committee	enclosure 1 AUD 01/14
5	Business Process Improvement report Roy Dunn – Head of Business Process Improvement	enclosure 2 AUD 02/14

Items for discussion/approval

6	Risk Register update Roy Dunn – Head of Business Process Improvement	enclosure 3 AUD 03/14
7	Annual Business Continuity test Roy Dunn – Head of Business Process Improvement	enclosure 4 AUD 04/14
8	NAO Interim Audit Report Andy Gillies – Director of Finance	enclosure 5 AUD 05/14
9	Audit Committee Annual Report Claire Gascoigne – Secretary to the Committee	enclosure 6 AUD 06/14
10	Depreciation of leasehold improvements Andy Gillies – Director of Finance	enclosure 7 AUD 07/14
11	Internal audit report: Partners expenses Charlotte Milner – Head of Financial Accounting	enclosure 8 AUD 08/14
12	Internal audit report: Stakeholder Communications Jacqueline Ladds – Director of Communications	enclosure 9 AUD 09/14
13	Internal audit report: Project Management Greg Ross-Sampson – Director of Operations	enclosure 10 AUD 10/14
14	Internal audit report: Health and Safety Greg Ross-Sampson – Director of Operations	enclosure 11 AUD 11/14
15	Internal audit report: HR recruitment Teresa Haskins – Director of Human Resources	enclosure 12 AUD 12/14

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| 16 | Internal audit progress report
Claire Gascoigne – Secretary to the Committee | enclosure 13
AUD 13/14 |
| 17 | Mazars audit plan 2014-15
Claire Gascoigne – Secretary to the Committee | enclosure 14
AUD 14/14 |
| 18 | Internal audit review of recommendations
Claire Gascoigne – Secretary to the Committee | enclosure 15
AUD 15/14 |

Items to note

- | | | |
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| 19 | Annual Report Timetable 2013-14
Claire Gascoigne – Secretary to the Committee | enclosure 16
AUD 16/14 |
| 20 | Any other business
Previously notified and agreed by the Chair | |
| 21 | 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
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Part 2 – Private Agenda

- 22 **Private minutes of the Audit Committee of 28 November 2014** enclosure 17
Claire Gascoigne – Secretary to the Committee AUD 17/14
- 23 **Any other business**
Previously notified and agreed by the Chair

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2014-03-20	a	ADT	AGD	Audit Committee agenda 20 March 2014	DD: None	Public RD: None