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<b>Audit Committee</b>
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**The 52<sup>nd</sup> meeting of the Audit Committee will take place as follows:**

**Date:** Thursday 26 November 2015

**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)  
Stephen Cohen  
Julie Parker

**Enquiries:** Claire Amor, Secretary to the Committee  
020 7840 9710  
claire.amor@hcpc-uk.org

## Public Agenda

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|---|---|--------------------------|
| 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 8 September 2015</b><br>Claire Amor – Secretary to the Committee | enclosure 1<br>AUD 37/15 |
| 5 | <b>Matters arising</b><br>Claire Amor – Secretary to the Committee  | enclosure 2<br>AUD 38/15 |

## Items for discussion/approval

- |    |   |                           |
|----|---|---------------------------|
| 6  | <b>NAO external audit plan 2015-16</b><br>Andy Gillies – Director of Finance  | enclosure 3<br>AUD 39/15  |
| 7  | <b>Internal audit report: Review of 5 year plan functionality and controls</b><br>Andy Gillies – Director of Finance  | enclosure 4<br>AUD 40/15  |
| 8  | <b>Review of internal audit recommendations</b><br>Claire Amor – Secretary to the Committee   | enclosure 5<br>AUD 41/15  |
| 9  | <b>Procurement Policy</b><br>Andy Gillies – Director of Finance   | enclosure 6<br>AUD 42/15  |
| 10 | <b>Proposed change in the capitalisation threshold</b><br>Andy Gillies – Director of Finance  | enclosure 7<br>AUD 43/15  |
| 11 | <b>Change in the bank mandate</b><br>Andy Gillies – Director of Finance   | enclosure 8<br>AUD 44/15  |
| 12 | <b>Business Process Improvement report</b><br>Roy Dunn – Head of Business Process Improvement   | enclosure 9<br>AUD 45/15  |
| 13 | <b>BSI ISO9001:2008 audit report</b><br>Roy Dunn – Head of Business Process Improvement   | enclosure 10<br>AUD 46/15 |
| 14 | <b>Risk Assurance mapping</b><br>Roy Dunn – Head of Business Process Improvement  | enclosure 11<br>AUD 47/15 |
| 15 | <b>Risk owner presentations</b><br>Marc Seale – Chief Executive and Registrar<br>Elaine Buckley – Council Chair<br>Michael Guthrie – Director of Policy and Standards | enclosure 12<br>AUD 48/15 |

16 **Election of Chair**  
Claire Amor – Secretary to the Committee

enclosure 13  
AUD 49/15

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

18 **Date & time of next meeting:**  
Wednesday 16 March 2016