

Audit Committee

The 56th meeting of the Audit Committee will take place as follows:

Date: Tuesday 22 November 2016

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
Eileen Mullan
Julie Parker

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

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 6 September 2016
Claire Amor – Secretary to the Committee | enclosure 1
AUD 34/16 |
| 5 | Matters arising
Claire Amor – Secretary to the Committee | enclosure 2
AUD 35/16 |

Items for discussion/approval

- | | | |
|----|---|---------------------------|
| 6 | NAO 2016-17 audit planning report
Tian Tian – Head of Financial Accounting | enclosure 3
AUD 36/16 |
| 7 | Internal audit report – Non-Case Preparation and Presentation
Legal Services Cost Management
Andy Gillies – Director of Finance | enclosure 4
AUD 37/16 |
| 8 | Internal audit report – Partner Recruitment
Teresa Haskins – Director of Human Resources | enclosure 5
AUD 38/16 |
| 9 | Internal audit report – Registration appeals
Greg Ross-Sampson – Director of Operations | enclosure 6
AUD 39/16 |
| 10 | Internal Audit Progress Report 2016-17
Claire Amor – Secretary to the Committee | enclosure 7
AUD 40/16 |
| 11 | Review of internal audit recommendations
Claire Amor – Secretary to the Committee | enclosure 8
AUD 41/16 |
| 12 | Finance department strategy
Andy Gillies – Director of Finance | enclosure 9
AUD 42/16 |
| 13 | BPI report
Roy Dunn – Head of Business Process Improvement | enclosure 10
AUD 43/16 |
| 14 | BSI ISO9001:2008 Audit Report
Roy Dunn – Head of Business Process Improvement | enclosure 11
AUD 44/16 |
| 15 | Risk owner presentations
Abigail Gorringe – Director of Education | enclosure 12
AUD 45/16 |

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

17 **Date & time of next meeting:**
Wednesday 15 March 2017

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
18	H

Part 2 – Private Agenda

18 **Private minutes of the Audit Committee meeting of 6 September 2016**
Claire Amor – Secretary to the Committee

enclosure 13
AUD 46/16

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