

**Audit Committee**

**The 61<sup>st</sup> meeting of the Audit Committee will take place as follows:**

**Date:** Tuesday 21 November 2017

**Time:** 9:30 am

**Venue:** Rooms D&G, Health and Care Professions Council, Park House,  
184 Kennington Park Road, London SE11 4BU

**Members:** Stephen Cohen (Chair)  
Sue Gallone  
Eileen Mullan  
Julie Parker

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

## 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 5 September 2017</b><br>Claire Amor – Secretary to the Committee   | enclosure 1<br>AUD 46/17   |
| 5                             | <b>Matters arising</b><br>Claire Amor – Secretary to the Committee  | enclosure 2<br>AUD 47/17   |
| Items for discussion/approval |   |  |
| 6                             | <b>Risk Register &amp; risk owner presentation</b><br>Roy Dunn – Head of Business Process Improvement<br>Teresa Haskins – Director of Human Resources   | enclosure 3<br>AUD 48/17   |
| 7                             | <b>Internal Audit progress report</b><br>Claire Amor – Secretary to the Committee   | enclosure 4<br>AUD 49/17   |
| 8                             | <b>Internal audit recommendations review</b><br>Claire Amor – Secretary to the Committee  | enclosure 5<br>AUD 50/17   |
| 9                             | Papers from Andy Gillies, Director of Finance as follows:- <ul style="list-style-type: none"><li>(i) <b>Month 6 reforecast &amp; 2018-19 income forecast</b></li><li>(ii) <b>Financial regulations and Procurement Policy review</b></li><li>(iii) <b>Service level agreements review</b></li></ul> | enclosure 6<br>AUD 51/17<br><br>enclosure 7<br>AUD 52/17<br><br>enclosure 8<br>AUD 53/17 |
| 10                            | <b>New bank account</b><br>Daniel Dawit – Treasury Accountant   | enclosure 9<br>AUD 54/17   |
| 11                            | <b>Risk Register – social worker regulation</b><br>Greg Ross-Sampson – Director of Operations   | enclosure 10<br>AUD 55/17  |
| 12                            | <b>BSI ISO9001:2008 Audit Report</b><br>Roy Dunn – Head of Business Process Improvement   | enclosure 11<br>AUD 56/17  |
| 13                            | <b>Business Process Improvement report</b><br>Roy Dunn – Head of Business Process Improvement   | enclosure 12<br>AUD 57/17  |
| 14                            | <b>Any other business</b>   |  |

Previously notified and agreed by the Chair

- 15 **Date & time of next meeting:**  
Wednesday 17 January 2018

### 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	C
17	C
18	C

### Part 2 – Private Agenda

- 16 **Private minutes of the Audit Committee meeting of 5 September 2017** enclosure 13  
Claire Amor – Secretary to the Committee AUD 58/17
- 17 **Private minutes of the Audit Committee meeting of 24 October 2017** enclosure 14  
Claire Amor – Secretary to the Committee AUD 59/17
- 18 **External audit planning** enclosure 15  
Andy Gillies – Director of Finance AUD 60/17
- 19 **Any other business**  
Previously notified and agreed by the Chair