

Audit Committee

The 59th meeting of the Audit Committee will take place as follows:

Date: Tuesday 5 September 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 | Apologies for absence | verbal |
| 2 | Approval of agenda | verbal |
| 3 | Declaration of members' interests | verbal |
| 4 | Minutes of the Audit Committee meeting of 14 June 2017
Claire Amor – Secretary to the Committee | enclosure 1
AUD 31/17 |
| 5 | Matters arising
Claire Amor – Secretary to the Committee | enclosure 2
AUD 32/17 |

Items for discussion/approval

- | | | |
|----|---|---------------------------|
| 6 | Update on National Audit Office 2016-17 audit completion
Andy Gillies – Director of Finance | verbal |
| 7 | Financial regulations review
Andy Gillies – Director of Finance | enclosure 3
AUD 33/17 |
| 8 | Procurement policy review
Andy Gillies – Director of Finance | enclosure 4
AUD 34/17 |
| 9 | Expenses policy review
Andy Gillies – Director of Finance | enclosure 5
AUD 35/17 |
| 10 | Service level agreements review
Andy Gillies – Director of Finance | enclosure 6
AUD 36/17 |
| 11 | Internal Audit progress report
Claire Amor – Secretary to the Committee | enclosure 7
AUD 37/17 |
| 12 | Internal audit recommendations review
Claire Amor – Secretary to the Committee | enclosure 8
AUD 38/17 |
| 13 | ISO standards assurance
Roy Dunn – Head of Business Process Improvement | enclosure 9
AUD 39/17 |
| 14 | Assurance mapping
Roy Dunn – Head of Business Process Improvement | enclosure 10
AUD 40/17 |
| 15 | Risk Register & risk owner presentations
Roy Dunn – Head of Business Process Improvement
John Barwick – Acting Director of Fitness to Practise
Guy Gaskins – Director of IT
Andy Gillies – Director of Finance | enclosure 11
AUD 41/17 |

- 16 **Risk Register – social worker regulation** enclosure 12
Roy Dunn – Head of Business Process Improvement AUD 42/17
- 17 **Business Process Improvement report** enclosure 13
Roy Dunn – Head of Business Process Improvement AUD 43/17
- 18 **Any other business**
Previously notified and agreed by the Chair
- 19 **Date & time of next meeting:**
Tuesday 21 November 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
20	H

Part 2 – Private Agenda

- 20 **Internal Audit tender** enclosure 14
Andy Gillies – Director of Finance AUD 44/17
- 21 **Any other business**
Previously notified and agreed by the Chair