

1. Human resources

Giba Rahman from Secretariat has been shadowing BPI to learn about ISO based auditing, and the application of standards within HCPC. There are no changes to long term BPI resources.

2. Quality Management System (QMS) Quality Assurance, review meetings, internal audits and Near Miss Reports (NMR).

The HCPC Quality Assurance Group met for its quarterly meeting on 04/08/2017.

The aim of the meeting was to examine proposals for an overarching QA framework that incorporates all departmental requirements at a broad high level. The substance of the BPI presentation on QA to Audit Committee was provided.

The group were introduced to the Improvement Log, a requirement of ISO27001, which will be used across the organisation for all issues where improvement is required, and implementation needs to be tracked. This document will also be important with the new ISO9001:2015 standard.

The internal audit schedule for 2017 – 18 is running, with the following areas being audited: Finance-Transactions, Finance-Accounting, Finance- Procurement; FTP (several teams in progress),

Ad-hoc reports are added to the schedule as required by circumstances.

NMR's

No new Near Misses have been declared at the time of writing.

3. QMS process updates

Some progress on planning the move of the Quality Management System to a new platform, as more detailed requirements and processes have been shared with the developer. The cost of migrating the process documentation and associate document control records is still to be determined.

A manual Document control listing is still in use.

Minor changes to Finance - Procurement, and Finance-Transactions processes have been made. Minor changes to some FTP processes have been made to add clarity. Maintenance on the QMS continues, with some management system documents being enhanced to reflect ISO27001 & ISO 9001:2015 requirements.

4. BSI audit

The next ISO 9001:2008 audit will take place in October, 1 auditor on site for 2 days. BSI will also attend on the 23rd October to evaluate our readiness for moving to the ISO 9001:2015 standard. This is based on documentation mapping the new standard to our processes. Some of this will match management system processes for ISO 27001.

Next BSI audit for ISO 27001:2013 (three days) is in April 2018, This is a recertification visit, then ISO 10002:2014 in February 2018 recertification and ISO 9001:2008 or 2015 (two days one auditor)

5. Business continuity

Shadow Planner / Plan in your Pocket data continues to be refreshed. Partner email contact details have been added. We will look at adding mobile numbers for Partners in the next few months.

The Daisy Uxbridge site (used for office recovery) will be closed at the end of the current financial year. This site is leased by Daisy and is little used. BPI will be evaluating the alternate sites in the South East over the next few months from a list of Wapping, Romford, Sevenoaks, Farnborough, Newmarket. Wapping and Romford are the most practicable. Newmarket seems unlikely.

War box contents will need to be moved from Uxbridge to the new site when it is selected.

The site subsidence monitoring equipment at the end on Stannary Street has been removed by the contractors, suggesting the risk of subsidence has ended. The large new outer tunnel has been built around the old small Kennington Loop tunnel where the join is to be made.

See <http://content.tfl.gov.uk/kennington-green-bi-monthly-update-july-august-2017.pdf> for the latest local area update.

6. Information security management

Information Security awareness activities. The new Information security training package will be from IT-Governance. The content is being finalised and initial testing of the two packages (employee and partner versions) is underway.

7. Information & data management

Assessment and destruction of older archive material: a mine visit is planned for the end of the month to assess material and audit before destruction proceeds.

The Registration department are examining the option of scanning new application material, placing on hold for three months, and then destroying hard copy when the scanned images have been attached to the application records on NetRegulate. Historic material where the content is poorly defined will need to be indexed as a minimum. Scanning may subsequently be required. Destruction of previously scanned content is awaiting budgetary release.

Work has been carried out with the Registrations & IT department to flag EEA applications for registration more easily. This will aid in the increasing numbers of Brexit related reporting requests.

8. Reporting

The Crystal Reporting system performance has improved following some work by the IT department. The volume of data continues to increase. Information load from the Registration system to the reporting system takes in excess of 7 hours.

Various external bodies are asking for access to increasingly sensitive data to use in research. This will be carefully managed, The number of Freedom of Information requests of a statistical nature is stable.

9. Risk Register

The next iteration of the Enterprise Risk Register is published at this committee meeting.
The next iteration of the Social Work Risk Register is published at this committee meeting.