

Audit Committee

The 29th meeting of the Audit Committee will take place as follows:

Date: Thursday 24 June 2010

Time: 10:30 am

Venue: Room K, Health Professions Council, Park House, 184 Kennington
Park Road, London SE11 4BU

Members: Professor Jeff Lucas (Chair)
Mrs Patricia Blackburn
Mr Deep Sagar
Mrs Joy Tweed

Enquiries: Colin Bendall, Secretary to the Committee
020 7840 9710
colin.bendall@hpc-uk.org

Part 1 – 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 24 February 2010
Colin Bendall – Secretary to the Committee | enclosure 1
AUD 16/10 |
| 5 | Minutes of private part of the Audit Committee of 24 February 2010
Colin Bendall – Secretary to the Committee | enclosure 2
AUD 17/10 |
| 6 | Matters arising
Colin Bendall – Secretary to the Committee | enclosure 3
AUD 18/10 |
| 7 | Business Process Improvement report
Roy Dunn – Head of Business Process Improvement | enclosure 4
AUD 19/10 |

Items for discussion/approval

- | | | |
|----|---|--------------------------|
| 8 | Draft annual report and accounts
Gary Butler – Director of Finance | enclosure 5
AUD 20/10 |
| 9 | National Audit Office audit findings and letter of representation
Gary Butler – Director of Finance | enclosure 6
AUD 21/10 |
| 10 | Tendering process for internal auditor
Marc Seale – Chief Executive and Registrar | enclosure 7
AUD 22/10 |
| 11 | Internal audit annual report
Colin Bendall – Secretary to the Committee | enclosure 8
AUD 23/10 |
| 12 | Risk register update
Roy Dunn – Head of Business Process Improvement | enclosure 9
AUD 24/10 |
| 13 | Risks owned by the Chief Executive and Registrar
Marc Seale – Chief Executive and Registrar | verbal |
| 14 | Risks owned by the Chair of Council
Dr Anna van der Gaag – Chair of Council | verbal |

Items to note

- | | | |
|----|---|---------------------------|
| 15 | Annual review of actions taken in 2009-10: Public meetings
Colin Bendall – Secretary to the Committee | enclosure 10
AUD 25/10 |
|----|---|---------------------------|

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-04-16	a	ADT	AGD	Audit Committee agenda 24 June 2010	Final DD: None	Public RD: None

16 **Timetable of Committee business**
Colin Bendall – Secretary to the Committee

enclosure 11
AUD 26/10

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

18 **Date & time of next meeting:**
10.30 am on Thursday 23 September 2010

Subsequent meetings at 10.30 am:

Wednesday 16 March 2011
Thursday 23 June 2011
Thursday 29 September 2011

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;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) 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;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) 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
19	8
20	3

Part 2 – Private Agenda

Items for discussion/approval

19 **Meeting with the internal and external auditors**
Colin Bendall – Secretary to the Committee

enclosure 12
AUD 27/10

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-04-16	a	ADT	AGD	Audit Committee agenda 24 June 2010	Final	Public
					DD: None	RD: None

Items to note

- 20 **Annual review of actions taken in 2009-10: Private meetings** enclosure 13
Colin Bendall – Secretary to the Committee AUD 28/10
- 21 **Any other business**
Previously notified and agreed by the Chairman

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2010-04-16	a	ADT	AGD	Audit Committee agenda 24 June 2010	Final DD: None	Public RD: None