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| Audit Committee |
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The 35th meeting of the Audit Committee will take place as follows:

Date: Thursday 29 September 2011

Time: 10:30 am

Venue: The Council Chamber, Health Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU

Members: Jeff Lucas
Morag MacKellar
Deep Sagar
Joy Tweed

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

Note: The meeting will be followed by a training session from Mazars on their approach to internal audit work. The training session is not open to the public.

Part 1 – Public Agenda

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| 1 | Nomination of Committee chair Colin Bendall – Secretary to the Committee | enclosure 1 AUD 40/11 |
| 2 | Apologies for absence | verbal |
| 3 | Approval of agenda | verbal |
| 4 | Declaration of members' interests | verbal |
| 5 | Minutes of the Audit Committee meeting of 8 September 2011 Colin Bendall – Secretary to the Committee | enclosure 2 AUD 41/11 |
| 6 | Matters arising Colin Bendall – Secretary to the Committee | verbal |
| 7 | Business Process Improvement report Roy Dunn – Head of Business Process Improvement | enclosure 3 AUD 42/11 |

Items for discussion/approval

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| 8 | Internal audit report – Partners Hayley Graham – Partner Manager | enclosure 4 AUD 43/11 |
| 9 | Internal audit report – Payroll Gary Butler – Director of Finance | enclosure 5 AUD 44/11 |
| 10 | Internal audit report – Information security/data protection review Roy Dunn – Head of Business Process Improvement | enclosure 6 AUD 45/11 |
| 11 | Internal audit report – Review of previous recommendations Colin Bendall – Secretary to the Committee | enclosure 7 AUD 46/11 |
| 12 | Internal audit progress report Colin Bendall – Secretary to the Committee | enclosure 8 AUD 47/11 |
| 13 | Risk register and top ten risks Roy Dunn – Head of Business Process Improvement | enclosure 9 AUD 48/11 |
| 14 | Risks owned by the Director of Information Technology Guy Gaskins – Director of Information Technology | verbal |
| 15 | Risks owned by the Director of Operations Greg Ross-Sampson – Director of Operations | verbal |

- 16 **Risks owned by the Head of Business Process Improvement** verbal
Roy Dunn – Head of Business Process Improvement
- 17 **Transfer of regulatory functions from General Social Care Council to HPC** enclosure 10
Colin Bendall – Secretary to the Committee AUD 49/11
- 18 **Committee representative at Finance and Resources Committee meetings** enclosure 11
Colin Bendall – Secretary to the Committee AUD 50/11
- 19 **Any other business**
Previously notified and agreed by the Chair
- 20 **Date & time of next meeting:**
9.45 am Thursday 6 October 2011 (additional meeting)

Subsequent meetings at 10.30 am:

Tuesday 13 March 2012
Thursday 21 June 2012
Thursday 27 September 2012
Wednesday 28 November 2012

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.'

| Date | Ver. | Dept/Cmte | Doc Type | Title | Status | Int. Aud. |
|------------|------|-----------|----------|---|-------------------|--------------------|
| 2011-06-29 | a | ADT | AGD | Audit Committee agenda 29 September 2011 | Final DD: None | Public RD: None |

| Item | Reason for Exclusion |
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| 21 | 8 |
| 22 | 8 |
| 23 | 4 |
| 24 | 3 |

Part 2 – Private Agenda

21 **Private minutes of the Audit Committee of 8 September 2011** enclosure 12
Colin Bendall – Secretary to the Committee AUD 51/11

22 **Matters arising**
Colin Bendall – Secretary to the Committee verbal

Items for discussion/approval

23 **Transfer of regulatory functions from General Social Care Council to HPC – Risk register** enclosure 13
Roy Dunn – Head of Business Process Improvement AUD 52/11

Items to note

24 **Letter of engagement for internal audit work** enclosure 14
Colin Bendall – Secretary to the Committee AUD 53/11

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

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