

Audit Committee Meeting

Wednesday 5 December 2007

10.30 am

The 20th meeting of the Audit Committee will be held at the following location:

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

The Audit Committee meeting will be held in two parts. Part One will be open to members of the public. Part Two will be held in private.

Colin Bendall,
Secretary to the Committee
28 November 2007

Health Professions Council
Park House
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London SE11 4BU

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Agenda – Part one – open to members of the public

1. **Apologies for absence** verbal
2. **Approval of agenda** verbal
3. **Minutes of the Audit Committee meeting held on 25 September 2007** enclosure 1
from Colin Bendall - Secretary to the Committee paper AUD 66/07
4. **Matters arising** enclosure 2
from Colin Bendall - Secretary to the Committee paper AUD 67/07
5. **Chairman's report** verbal
6. **Quality report** enclosure 3
from Greg Ross-Sampson - Director of Operations paper AUD 68/07

Items for discussion/approval

7. **Annual report 2006-7: Update** enclosure 4
from Marc Seale – Chief Executive and Registrar paper AUD 69/07
8. **Internal audit report – Financial systems** enclosure 5
from Simon Leicester – Director of Finance paper AUD 70/07
9. **Internal audit report – Laptop controls review** enclosure 6
from Roy Dunn – Director of Information Technology paper AUD 71/07
10. **Internal audit progress report** enclosure 7
from Colin Bendall - Secretary to the Committee paper AUD 72/07
11. **Standing orders** enclosure 8
from Colin Bendall - Secretary to the Committee paper AUD 73/07
12. **Training for the Audit Committee** enclosure 9
from Colin Bendall – Secretary to the Committee paper AUD 74/07

Items to note

13. **Year end reporting timetable 2007-08** enclosure 10
from Colin Bendall – Secretary to the Committee paper AUD 75/07

Items for information

None.

Date
2007-10-10

Ver.
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Dept/Cmte
ADT

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Agenda Audit Committee 5
December 2007 public meeting

Status
Draft
DD: None

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Public
RD: None

14. **Any other business**
Previously notified to and agreed by the Chairman

15. **Date and time of next meeting:**
10.30 am on Wednesday 27 February 2008

Subsequent meetings at 10.30 am:

Thursday 26 June 2008
Friday 26 September 2008
Wednesday 10 December 2008
Thursday 26 February 2009
Wednesday 24 June 2009

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 office 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;
- h. or any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions."

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