

Audit Committee Meeting

Thursday 26 June 2008

10.30 am

The 22nd 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
19 June 2008

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 27 February 2008** enclosure 1
from Colin Bendall - Secretary to the Committee paper AUD 19/08
4. **Matters arising** enclosure 2
from Colin Bendall - Secretary to the Committee paper AUD 20/08
5. **Chairman's report** verbal
(to include any contact between the Chairman and the internal and external auditors, as required by Standing Order 14)
6. **Quality report** enclosure 3
from Roy Dunn – Head of Business Improvement paper AUD 21/08

Items for discussion/approval

7. **Draft annual report 2007-8** enclosure 4
from Simon Leicester – Director of Finance paper AUD 22/08
8. **Format of annual report and accounts** enclosure 5
from Niamh O'Sullivan – Secretary to Council paper AUD 23/08
9. **Baker Tilly (UK) LLP audit findings and letter of representation** enclosure 6
from Simon Leicester – Director of Finance paper AUD 24/08
10. **National Audit Office audit findings and letter of representation** enclosure 7
from Simon Leicester – Director of Finance paper AUD 25/08
11. **Internal audit report – Approvals and Monitoring process review** enclosure 8
from Abigail Creighton – Head of Education paper AUD 26/08
12. **Internal audit report – Continuing Professional Development** enclosure 9
from Richard Houghton – Head of Registration paper AUD 27/08
13. **Internal audit progress report** enclosure 10
from Colin Bendall – Secretary to the Committee paper AUD 28/08

14. **Internal audit annual report** enclosure 11
from Colin Bendall – Secretary to the Committee paper AUD 29/08

Items to note

15. **Annual review of actions taken in 2007-8: Public meetings** enclosure 12
from Colin Bendall – Secretary to the Committee paper AUD 30/08

Items for information

16. **Proposed changes to guidance for audit committees** enclosure 13
from Colin Bendall – Secretary to the Committee paper AUD 31/08

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

18. **Date and time of next meeting:**
10.30 am on Friday 26 September 2008

Subsequent meetings at 10.30 am:

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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