

---

<h2>Audit Committee</h2>
--------------------------

**The 40th meeting of the Audit Committee will take place as follows:**

**Date:** Wednesday 13 March 2013

**Time:** 10:30 am

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

**Members:** Jeff Lucas (Chair)  
Julia Drown  
Morag MacKellar  
Joy Tweed

**Enquiries:** Claire Gascoigne, Secretary to the Committee  
020 7840 9710  
claire.gascoigne@hcpc-uk.org

## Part 1 – Public Agenda

- |   |  |                          |
|---|--|--------------------------|
| 1 | <b>Apologies for absence</b>   | verbal                   |
| 2 | <b>Approval of agenda</b>  | verbal                   |
| 3 | <b>Declaration of members' interests</b>   | verbal                   |
| 4 | <b>Minutes of the Audit Committee meeting of 28 November 2012</b><br>Claire Gascoigne – Secretary to the Committee | enclosure 1<br>AUD 01/13 |
| 5 | <b>Matters arising</b><br>Claire Gascoigne – Secretary to the Committee  | enclosure 2<br>AUD 02/13 |
| 6 | <b>Business Process Improvement report</b><br>Roy Dunn – Head of Business Process Improvement                      | enclosure 3<br>AUD 03/13 |

### Items for discussion/approval

- |    |  |                           |
|----|--|---------------------------|
| 7  | <b>Procurement policy update</b><br>Tim Moore – Director of Finance  | enclosure 4<br>AUD 04/13  |
| 8  | <b>NAO interim management letter</b><br>Tim Moore – Director of Finance  | enclosure 5<br>AUD 05/13  |
| 9  | <b>Internal audit strategy and fees 2013-14</b><br>Tim Moore – Director of Finance   | enclosure 6<br>AUD 06/13  |
| 10 | <b>Risk register &amp; Top Ten Risks</b><br>Roy Dunn – Head of Business Process Improvement  | enclosure 7<br>AUD 07/13  |
| 11 | <b>Internal audit report – Corporate Governance and Risk management</b><br>Roy Dunn – Head of Business Process Improvement<br>Louise Hart – Secretary to Council | enclosure 8<br>AUD 08/13  |
| 12 | <b>Internal audit report - Fitness to Practise</b><br>Kelly Johnson – Director of Fitness to Practise  | enclosure 9<br>AUD 09/13  |
| 13 | <b>Internal audit report - Education</b><br>Brendon Edmonds – Acting Director of Education   | enclosure 10<br>AUD 10/13 |
| 14 | <b>Internal audit report - Registration</b><br>Richard Houghton – Head of Registration   | enclosure 11<br>AUD 11/13 |
| 15 | <b>Internal audit report - Project management</b><br>Robert Silverman – Project Portfolio Manager  | enclosure 12<br>AUD 12/13 |

- |    |  |                           |
|----|--|---------------------------|
| 16 | <b>Internal audit – Review of recommendations</b><br>Claire Gascoigne – Secretary to the Committee | enclosure 13<br>AUD 13/13 |
| 17 | <b>Internal audit progress report</b><br>Claire Gascoigne – Secretary to the Committee             | enclosure 14<br>AUD 14/13 |

Items to note

- 18 **Any other business**  
Previously notified and agreed by the Chair

- 19 **Date & time of next meeting:**  
10.30 am Tuesday 25 June 2013

**Subsequent meetings at 10.30 am:**

Thursday 26 September 2013  
Tuesday 28 November 2013

**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 officer 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; or
- (h) 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
20	c, d, g, h
21	c, d, g, h

23	c, d, g, h
----	------------

## Part 2 – Private Agenda

- |    |  |                           |
|----|--|---------------------------|
| 20 | <b>Private minutes of the Audit Committee of 28 November 2012</b><br>Claire Gascoigne – Secretary to the Committee | enclosure 15<br>AUD 15/13 |
| 21 | <b>Matters arising</b><br>Claire Gascoigne – Secretary to the Committee  | verbal                    |

### Items for discussion/approval

- |    |  |
|----|--|
| 22 | <b>Any other business</b><br>Previously notified and agreed by the Chair |
|----|--|

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2013-02-26	a	ADT	AGD	Audit Committee agenda 13 March 2013	Draft DD: None	Public RD: None