
Audit Committee

The 73rd meeting of the Audit Committee will take place as follows:

Date: Wednesday 4 March 2020

Time: 1pm

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

Members: Sue Gallone (Chair)
Eileen Mullan
Julie Parker
Gavin Scott

Enquiries: Claire Amor, Secretary to the Committee
020 7840 9710
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Agenda

1. **Chairs welcome and introduction** verbal
2. **Apologies for absence** verbal
3. **Approval of agenda** verbal
4. **Declaration of members' interests** verbal
5. **Minutes of the Audit Committee meeting of 5 November 2020 and 28 January 2020** enclosure 1
AUD 02/20
For approval
Claire Amor – Secretary to the Committee
6. **Matters arising** enclosure 2
To note
Claire Amor – Secretary to the Committee

Papers for discussion/decision

7. **Draft Budget 2020-21** enclosure 3
For discussion
Tian Tian – Director of Finance
AUD 04/20
8. **External Audit 2019-20 update** verbal
For discussion
Hays MacIntryre
NAO
9. **Reserves policy** enclosure 4
For discussion and recommendation
Gordon Dixon – Interim Director of Business Improvement
AUD 05/20
10. **Scheme of Delegation** enclosure 5
For discussion and recommendation
Gordon Dixon – Interim Director of Business Improvement
AUD 06/20
11. Papers from the HCPC's Internal Auditors, BDO LLP as follows;
 - I. **FTP end to end process review** enclosure 6
For discussion
AUD 07/20
 - II. **Business continuity planning** enclosure 7
For discussion
AUD 08/20
 - III. **FTP legal procurement phase II** enclosure 8
For discussion
AUD 09/20

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| <p>IV. Internal Audit Charter
For approval</p> | <p>enclosure 9
AUD 10/20</p> |
| <p>V. Internal Audit Plan 2019-20 progress update
To note</p> | <p>enclosure 10
AUD 11/20</p> |
| <p>VI. Internal Audit Plan 2020-21
For approval</p> | <p>enclosure 11
AUD 12/20</p> |
| <p>12. Internal audit recommendations tracker
To note
Claire Amor – Secretary to the Committee</p> | <p>enclosure 12
AUD 13/20</p> |
| <p>13. Strategic Risk Register
For discussion
Roy Dunn, Chief Information Security and Risk Officer</p> | <p>enclosure 13
AUD 14/20</p> |
| <p>14. Social work risk register
For discussion
Roy Dunn, Chief Information Security and Risk Officer</p> | <p>enclosure 14
AUD 15/20</p> |
| <p>15. Internal Assurance Report
For discussion
Claire Amor – Secretary to the Committee
Roy Dunn, Chief Information Security and Risk Officer</p> | <p>enclosure 15
AUD 16/20</p> |
| <p>16. Audit Committee self-assessment outputs
For discussion
NAO</p> | <p>verbal</p> |
| <p>17. Committee forward work plan
To note
Claire Amor – Secretary to the Committee</p> | <p>enclosure 16
AUD 17/20</p> |
| <p>18. Any other business
Previously notified and agreed by the Chair</p> | <p>verbal</p> |
| <p>19. Date & time of next meeting:
Wednesday 10 June 2020, 1pm</p> | <p>verbal</p> |

Private agenda

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	B
21	B

- 20. **Private minutes of the Audit Committee meeting of 28 January 2020** enclosure 17
For approval AUD 18/20
Claire Amor – Secretary to the Committee
- 21. **Private paper** enclosure 18
To note AUD 19/20
Claire Holt, Interim Director of HR and OD
- 22. **Any other business** verbal
Previously notified and agreed by the Chair