
Health Professions Council 11 December 2008

Process for the appointment of members to the Audit Committee

Executive summary and recommendations

Introduction

At its meeting on 6 December 2005, the Council agreed the process for appointment of members to the Audit Committee. The process is attached to this paper.

At its meeting on 26 September 2008, the Audit Committee conducted the annual review of its effectiveness, using the self-assessment checklist for audit committees prepared by the National Audit Office. The Committee noted that the checklist suggests that requirements should be set down for areas of collective understanding among the members of the Committee, including:

- accounting;
- risk management;
- audit;
- technical or specialist issues pertinent to the organisation's business;
- experience of managing similar sized organisations;
- understanding of the wider environments in which the organisation operates; and
- detailed understanding of the government environment and accountability structures.

The Committee agreed that the Council should be asked to consider amending the process for appointment of members to the Audit Committee, so that candidates for membership of the Committee were asked to state their knowledge of the subjects. The Committee agreed that it should not be necessary for members to have knowledge of all of these areas.

Decision

The Council is asked to decide whether the process for appointment of members to the Audit Committee should be amended, to require Council members to state their knowledge of the subjects mentioned above.

If the Council agrees to amend the process, the Council is also asked to agree that the process should apply to any appointments to the Audit Committee made after 1 January 2009.

Background information

'Review of the Audit Committee's effectiveness' (enclosure 9, paper AUD 42/08) available on the HPC website at:

www.hpc-uk.org/aboutus/committees/audit_archive/index.asp?id=397

Minutes of the Audit Committee held on 26 September 2008, paragraph 12.3.

Resource implications

None.

Financial implications

None.

Appendices

Process for the appointment of members to the Audit Committee, as agreed by the Council on 6 December 2005.

Date of paper

9 October 2008.

Process for the appointment of members to the Audit Committee

- The Audit Committee will comprise Council members. If there are no qualified accountants among the membership an external appointment of a suitably qualified person will be made using the agreed process for the appointment of non-Council members to Committees.
- Council members will be asked to nominate themselves to the Audit Committee stating their reasons, what they could contribute to the Committee and also relevant experience.
- Nominees with relevant qualifications will be given preference.
- The President will review the nominations and select members on the basis of the information provided.
- Where candidates are of equal quality it may be necessary to attend an interview with the President.
- The appointment will be ratified by Council.

Agreed at 6 December 2005 Council meeting

Date
2005-10-27

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Dept/Cmte
CNL

Doc Type
AGD

Title
Processforappointmenttoauditcommittee

Status
Final
DD: None

Int. Aud.
Public
RD: None

ERROR: undefinedfilename
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