

<p style="text-align: center;"><b>Audit Committee</b></p>
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**Public minutes of the 34th meeting of the Audit Committee held as follows:-**

**Date:** Thursday 8 September 2011

**Time:** 9:45 am

**Venue:** Room N, Health Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU

**Present:** Jeff Lucas (Chair)  
Deep Sagar  
Joy Tweed

**In attendance:**

Colin Bendall, Secretary to the Committee  
Martin Burgess, National Audit Office  
Gary Butler, Director of Finance  
Graeme Clarke, Mazars LLP  
Louise Hart, Secretary to Council  
Richard Kennett, Chair, Finance and Resources Committee (observer)  
Anna van der Gaag, Council Chair

### **Item 1.11/51 Apologies for absence**

- 1.1 Apologies for absence were received from Morag MacKellar. The Committee noted that the Chief Executive and Registrar was attending a regulatory conference in the USA.

### **Item 2.11/52 Approval of agenda**

- 2.1 The Committee approved the agenda, subject to receiving a tabled paper on Deferred income – Reconciliation of figures as part of item 9.

### **Item 3.11/53 Declarations of members' interests**

- 3.1 Members had no interests to declare in connection with the items on the agenda.

### **Item 4.11/54 Minutes of the Audit Committee meeting of 23 June 2011 (report ref: AUD 34/11)**

- 4.1 It was agreed that the minutes of the 33rd meeting of the Audit Committee should be confirmed as a true record and signed by the Chair.

### **Item 5.11/55 Matters arising (report ref: AUD 35/11)**

- 5.1 The Committee received a paper to note from the Executive.  
5.2 The Committee noted the actions list as agreed at the last meeting.

### **Item 6.11/56 Any other business**

- 6.1 There was no other business.

### **Item 7.11/57 Date and time of next meeting**

- 7.1 The next meeting of the Committee would be held at 10.30 am on Thursday 29 September 2011. Following discussion at item 9, the Committee agreed to hold an additional meeting at 9.45 am on Thursday 6 October 2011.

- 7.2 Subsequent meetings would be held at 10.30 am on:

Tuesday 13 March 2012  
Thursday 21 June 2012  
Thursday 27 September 2012  
Wednesday 28 November 2012

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2011-09-01	a	AUD	MIN	Minutes Audit Committee 8 September 2011 public meeting	Final DD: None	Public RD: None

## Resolution

The Committee agreed to adopt the following resolution:

‘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;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) 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;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) 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.’

## Summary of those matters considered whilst the public were excluded

### Item 8.11/58 Minutes of the private part of the Audit Committee of 23 June 2011 (report ref: AUD 36/11)

The Committee considered and approved the minutes of the private part of the Audit Committee meeting held on 23 June 2011.

### Item 9.11/59 Deferred income – Historical difference between registration and accounting system (report ref: AUD 37/11)

#### Deferred income – registrants with a credit balance who have lapsed off the register (report ref: AUD 38/11)

#### Deferred income – reconciliation of figures (tabled paper)

The Committee discussed issues relating to deferred income and reconciliation of figures.

### Item 10.11/60 Registrants’ records – Debit balances (report ref: FRC 39/11)

The Committee discussed registrants with a debit balance on the NetRegulate registration system.

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2011-09-01	a	AUD	MIN	Minutes Audit Committee 8 September 2011 public meeting	Final DD: None	Public RD: None

**Item 11.11/61 Any other business**

There was no other business.

**Chair**  
**Date**

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2011-09-01	a	AUD	MIN	Minutes Audit Committee 8 September 2011 public meeting	Final DD: None	Public RD: None