

UNCONFIRMED

THE HEALTH PROFESSIONS COUNCIL
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AUDIT COMMITTEE

MINUTES of the 5th Meeting of the Audit Committee held at 11 a.m. on **Wednesday 17th March 2004** at Novotel London City South, 53-61 Southwark Bridge Road, London, SE1 9HH

PRESENT

Dr Sandy Yule, Chairman
Mrs Jackie Stark, Vice-Chairman
Mr Michael Barham
Mr Daniel Ross (co-opted)

Mr David Robinson (BDO Stoy Hayward) (BDO)
Mr Jon Chantler (BDO)
Mr David Waddell (National Audit Office) (NAO)

Mr Paul Baker (Secretary)

The Chairman welcomed Mr David Robinson and Mr Jon Chantler of BDO Stoy Hayward and Mr David Waddell of the National Audit Office.

AUD01/04 APOLOGIES FOR ABSENCE

1.1 Apologies had been received from Mr Steven Corbishley of the NAO.

AUD02/04 APPROVAL OF AGENDA

2.1 The Draft Agenda was adopted as the Agenda for the Meeting.

AUD03/04 APPROVAL OF MINUTES OF THE MEETING OF COMMITTEE HELD ON 20th November 2003.

3.1 It was agreed that the minutes were a true record and were signed by the Chairman.

AUD04/04 MATTERS ARISING

- 4.1 The Secretary confirmed that Council had ratified the appointment of Dr Sandy Yule and Mrs Jackie Stark as Chairman and Vice-Chairman respectively of the Committee.
- 4.2 The Secretary confirmed the appointment of Mr Michael Barham as a member of the Committee in place of Ms Ann Foster, who resigned on 31st December 2003.
- 4.3 The Committee noted the final version of the Timetable for the Annual Accounts 2003/4.
- 4.4 The Meeting Dates for 2004/5 were noted.
- 4.5 David Waddell (NAO) indicated that there was no requirement for the accounts to be laid before Parliament for one month before they could be published. Once they had been laid, the Annual Report and Accounts could be published immediately.

AUD05/04 RISK ASSESSMENT (November 2003)

- 5.1 The Committee noted the Risk Assessment (November 2003) document which had been included with the Agenda to provide the Committee with a background when assessing the Audit Strategies for external and internal audits.
- 5.2 David Waddell (NAO) indicated that the Audit Committee should cover all risks, not just financial ones, in its remit. Council had restricted the remit of the committee to just financial matters. The Committee felt that the remit should be expanded and it was agreed that the Chairman would have the matter revisited at a subsequent meeting of the Finance and Resources Committee.

ACTION: SANDY YULE

AUD06/04 AUDIT STRATEGY 2003/4 – BDO

- 6.1 David Robinson (BDO) presented his paper “Audit Strategy Document” which was similarly constructed to that of the previous year. Particular attention would be paid to reviewing the IT system (LISA) following its introduction during the financial year and also to ensure that the published accounts would comply with Section 46(1)(b) of the Health Professions Order 2001 and the directions made by the Privy Council and the Treasury.

AUD07/04 AUDIT STRATEGY 2003/4 - NAO

- 7.1 David Waddell (NAO) indicated that the NAO’s approach would be similar to that of the previous year, consisting of a detailed review of the financial statements and a review of the working papers prepared by BDO. Their review would be properly planned and in accordance with the timetable. Closer cooperation would take place between both sets of auditors this year.

AUD08/04 INTERNAL AUDIT 2004/5

8.1 It was agreed that Internal Audit Work to be undertaken in August/September 2005 would cover

1. Human Resources, and
2. Invoice and Expense Claim Payments (Purchase Ledger).

8.2 The BDO Internal Audit Partner or Manager would report to the November meeting of the Committee, thus demonstrating the independence of BDO's Internal Audit Department from its External Audit Department.

AUD09/4 ANY OTHER BUSINESS

9.1 There was no Any Other Business.

AUD10/04 DATE AND TIME OF NEXT MEETING

10.1 The next meeting was confirmed as Thursday 24th June 2004 at 9.00 a.m. at Park House. The principle purpose of the meeting would be to review the external audit carried out at 31st March 2004.

10.2 It was noted that Jackie Stark (Vice-Chairman) would chair the meeting as Sandy Yule (Chairman) would be unable to attend.

Signed (Chairman)

Date