

The Health Professions Council Audit Committee Meeting

Tuesday 26 June 2007

10.30 am

The 18th meeting of the Audit Committee will be held at the following location:

The Council Chamber
The Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

The Audit Committee meeting will be held in two parts. Part One will be open to members of the public. Part Two will be held in private.

Colin Bendall,
Secretary to the Committee
19 June 2007

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Agenda – Part One – Open to Members of the Public

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| 1. | Apologies for Absence | Verbal |
| 2. | Approval of Agenda | Verbal |
| 3. | Minutes of the Audit Committee Meeting held on 27 March 2007
From Colin Bendall - Secretary to the Committee | Enclosure 1
Paper AUD 26/07 |
| 4. | Matters Arising
From Colin Bendall - Secretary to the Committee | Enclosure 2
Paper AUD 27/07 |
| 5. | Quality Report
From Greg Ross-Sampson - Director of Operations | Enclosure 3
Paper AUD 28/07 |

Items for Discussion/Approval

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| 6. | Draft Annual Report and Accounts 2006-7
From Simon Leicester - Director of Finance | Enclosure 4
Paper AUD 29/07 |
| 7. | Baker Tilly Audit Findings and Letter of Representation
From Simon Leicester - Director of Finance | Enclosure 5
Paper AUD 30/07 |
| 8. | Internal Audit Report - New Building Project
From Steve Hall - Facilities Manager | Enclosure 6
Paper AUD 31/07 |
| 9. | Internal Audit Report - Business Continuity Planning and Disaster Recovery Planning
From Roy Dunn - Director of Information Technology | Enclosure 7
Paper AUD 32/07 |
| 10. | Internal Audit Report - Follow Up to Information Technology Strategy 2006
From Roy Dunn - Director of Information Technology | Enclosure 8
Paper AUD 33/07 |
| 11. | Internal Audit Annual Report
From Colin Bendall - Secretary to the Committee | Enclosure 9
Paper AUD 34/07 |
| 12. | Internal Audit Progress Report
From Colin Bendall - Secretary to the Committee | Enclosure 10
Paper AUD 35/07 |
| 13. | Process for Reviewing the Performance of the External Auditor
From Colin Bendall - Secretary to the Committee | Enclosure 11
Paper AUD 36/07 |
| 14. | Process for Reviewing the Performance of the Internal Auditor
From Colin Bendall - Secretary to the Committee | Enclosure 12
Paper AUD 37/07 |
| 15. | Draft Financial Regulations
From Niamh O'Sullivan - Secretary to the Council | Enclosure 13
Paper AUD 38/07 |

16. **Committee Self-Evaluation** Enclosure 14
From Colin Bendall - Secretary to the Committee Paper AUD 39/07

Items to Note

17. **National Audit Office Letter of Representation** Enclosure 15
From Simon Leicester - Director of Finance Paper AUD 40/07
18. **Updated Risk Register** Enclosure 16
From Simon Leicester - Director of Finance Paper AUD 41/07
19. **Internal Audit Report - Corporate Governance and Risk Management** Enclosure 17
From Niamh O'Sullivan - Secretary to the Council Paper AUD 42/07
20. **Audit Committee Standing Orders** Enclosure 18
From Colin Bendall - Secretary to the Committee Paper AUD 43/07
21. **Annual Review of Actions Taken in 2006-7: Public Meetings** Enclosure 19
From Colin Bendall - Secretary to the Committee Paper AUD 44/07

Items for Information

None.

22. **Any Other Business**
Previously Notified to and Agreed by the Chairman
23. **Date and Time of Next Meeting:**
10.30 am on Tuesday 25 September 2007

Subsequent Meetings at 10.30 am:
Wednesday 5 December 2007
Wednesday 27 February 2008
Thursday 26 June 2008

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 office 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;
- h. or any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions."

Date
2007-05-03

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Dept/Cmte
ADT

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Title
Agenda Audit Committee 26 June
2007 public meeting

Status
Final
DD: None

Int. Aud.
Public
RD: None