

<b>Audit Committee</b>
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**The 30th meeting of the Audit Committee will take place as follows:**

**Date:** Thursday 23 September 2010

**Time:** 10:30 am

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

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

**Enquiries:** Colin Bendall, Secretary to the Committee  
020 7840 9710  
colin.bendall@hpc-uk.org

## Part 1 – Public Agenda

1	<b>Apologies for absence</b>	verbal
2	<b>Approval of agenda</b>	verbal
3	<b>Declaration of members' interests</b>	verbal
4	<b>Minutes of the Audit Committee meeting of 24 June 2010</b> Colin Bendall – Secretary to the Committee	enclosure 1 AUD 29/10
5	<b>Matters arising</b> Colin Bendall – Secretary to the Committee	enclosure 2 AUD 30/10
6	<b>Business Process Improvement report</b> Roy Dunn – Head of Business Process Improvement	enclosure 3 AUD 31/10
Items for discussion/approval		
7	<b>Internal audit report – Human Resources risk management review</b> Teresa Haskins – Director of Human Resources	enclosure 4 AUD 32/10
8	<b>Internal audit report – Stakeholder communications review</b> Jacqueline Ladds – Director of Communications	enclosure 5 AUD 33/10
9	<b>Internal audit report – Business continuity arrangements</b> Roy Dunn – Head of Business Process Improvement	enclosure 6 AUD 34/10
10	<b>Internal audit progress report</b> Colin Bendall – Secretary to the Committee	enclosure 7 AUD 35/10
11	<b>Review of the Audit Committee's effectiveness</b> Colin Bendall – Secretary to the Committee	enclosure 8 AUD 36/10
12	<b>Audit Committee terms of reference</b> Colin Bendall – Secretary to the Committee	enclosure 9 AUD 37/10
13	<b>Risk appetite</b> Roy Dunn – Head of Business Process Improvement	enclosure 10 AUD 38/10
14	<b>Risk register update</b> Roy Dunn – Head of Business Process Improvement	enclosure 11 AUD 39/10
15	<b>Risks owned by the Director of Policy and Standards</b> Michael Guthrie – Director of Policy and Standards	verbal

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-07-09	a	ADT	AGD	Audit Committee agenda 23 September 2010	Final DD: None	Public RD: None

- 16 **Risks owned by the Head of Registration** verbal  
Richard Houghton – Head of Registration
- 17 **Risks owned by the Director of Fitness to Practise** verbal  
Kelly Johnson – Director of Fitness to Practise

#### Items to note

- 18 **Committee membership** enclosure 12  
Colin Bendall – Secretary to the Committee AUD 40/10
- 19 **Timetable of Committee business** enclosure 13  
Colin Bendall – Secretary to the Committee AUD 41/10
- 20 **Any other business**  
Previously notified and agreed by the Chair
- 21 **Date & time of next meeting:**  
10.30 am Thursday 25 November 2010

#### Subsequent meetings at 10.30 am:

Wednesday 16 March 2011  
Thursday 23 June 2011  
Thursday 29 September 2011

#### 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;

- (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.'

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Item	Reason for Exclusion
22	8
23	8
24	3

## Part 2 – Private Agenda

22 **Minutes of the private part of the Audit Committee of 24 June 2010** enclosure 14  
Colin Bendall – Secretary to the Committee AUD 42/10

23 **Matters arising** verbal  
Colin Bendall – Secretary to the Committee

### Items for discussion/approval

24 **Review of the performance of the external auditor** enclosure 15  
Gary Butler – Director of Finance AUD 43/10

### Items to note

None.

25 **Any other business**  
Previously notified and agreed by the Chairman

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