
Audit Committee

The 55th meeting of the Audit Committee will take place as follows:

Date: Tuesday 6 September 2016

Time: 10:30 am

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

Members: Richard Kennett (Chair)
Stephen Cohen
Eileen Mullan
Julie Parker

Enquiries: Claire Amor, Secretary to the Committee
020 7840 9710
claire.amor@hcpc-uk.org

Public Agenda

- | | | |
|---|---|--------------------------|
| 1 | Apologies for absence | verbal |
| 2 | Approval of agenda | verbal |
| 3 | Declaration of members' interests | verbal |
| 4 | Minutes of the Audit Committee meeting of 16 June 2016
Claire Amor – Secretary to the Committee | enclosure 1
AUD 23/16 |
| 5 | Matters arising
Claire Amor – Secretary to the Committee | enclosure 2
AUD 24/16 |

Items for discussion/approval

- | | | |
|----|---|---------------------------|
| 6 | Management accounts process
Andy Gillies – Director of Finance | enclosure 3
AUD 25/16 |
| 7 | Internal audit report – review of whistleblowing arrangements
Andy Gillies – Director of Finance | enclosure 4
AUD 26/16 |
| 8 | Internal audit schedule 2016-17
Claire Amor – Secretary to the Committee | enclosure 5
AUD 27/16 |
| 9 | Review of internal audit recommendations
Claire Amor – Secretary to the Committee | enclosure 6
AUD 28/16 |
| 10 | BPI report
Roy Dunn – Head of Business Process Improvement | enclosure 7
AUD 29/16 |
| 11 | The use of ISO standards at HCPC
Roy Dunn – Head of Business Process Improvement | enclosure 8
AUD 30/16 |
| 12 | Risk Register update
Roy Dunn – Head of Business Process Improvement | enclosure 9
AUD 31/16 |
| 13 | Risk Management strategy & risk appetite statement
Roy Dunn – Head of Business Process Improvement | enclosure 10
AUD 32/16 |
| 14 | Risk owner presentations
Andy Gillies – Director of Finance
Guy Gaskins – Director of Information Technology
Teresa Haskins – Director of Human Resources | verbal |
| 15 | Any other business
Previously notified and agreed by the Chair | |

16 **Date & time of next meeting:**
Tuesday 22 November 2016

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 officer 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; or
- (h) 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.'

Item	Reason for Exclusion
17	H

Part 2 – Private Agenda

17 **Internal Auditor performance review**
Claire Amor – Secretary to the Committee

enclosure 11
AUD 33/16

18 **Any other business**
Previously notified and agreed by the Chair