

Audit Committee

The 65th meeting of the Audit Committee will take place as follows:

Date: Tuesday 4 September 2018

Time: 10:00 am

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

Members: Sue Gallone (Chair)
Eileen Mullan
Julie Parker
Gavin Scott

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

Public Agenda

- | | | |
|--------------------------------------|--|---------------------------|
| 1 | Chairs welcome and introduction | verbal |
| 2 | Apologies for absence | verbal |
| 3 | Approval of agenda | verbal |
| 4 | Declaration of members' interests | verbal |
| 5 | Minutes of the Audit Committee meeting of 12 June 2018
Claire Amor – Secretary to the Committee | enclosure 1
AUD 32/18 |
| 6 | Matters arising
Claire Amor – Secretary to the Committee | enclosure 2
AUD 33/18 |
| Items for discussion/approval | | |
| 7 | Strategic Risk Register
Jaqueline Ladds, Executive Director of Policy and External Relations
Roy Dunn, Head of Business Process Improvement | enclosure 3
AUD 34/18 |
| 8 | Papers from the HCPC's Internal Auditors, Grant Thornton LLP as follows; | |
| | I. Internal Audit Report - Strategic and Operational planning
For discussion | enclosure 4
AUD 35/18 |
| | II. Internal Audit Report – Phase 1 Registration Project
For discussion | enclosure 5
AUD 36/18 |
| | III. Internal Audit Report – 5 Year Plan model financial analysis
To note | enclosure 6
AUD 37/18 |
| | IV. Internal Audit progress report 2018-19
For discussion | enclosure 7
AUD 38/18 |
| 9 | Internal Audit recommendation tracker
To note
Claire Amor – Secretary to the Committee | enclosure 8
AUD 39/18 |
| 10 | Regulation of Social Workers project - grant assurance
For discussion
Paul Cooper, Head of Projects | enclosure 9
AUD 40/18 |
| 11 | Budget timetable 2019-20
For discussion
Tian Tian, Director of Finance | enclosure 10
AUD 41/18 |

- 12 **Quality Assurance department update** verbal
 For discussion
 Paula Lescott, Head of Quality Assurance
- 13 Papers from Roy Dunn, Head of Business Process Improvement as follows;
- I. **Social Work Risk Register** enclosure 11
 For discussion AUD 42/18
- II. **Business Process Improvement report** enclosure 12
 To note AUD 43/18
- 14 **Any other business** verbal
 Previously notified and agreed by the Chair
- 15 **Date & time of next meeting:** verbal
 Tuesday 20 November 2018, 9.30 am
- 16 **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
18	C

- 17 **Private minutes of the Audit Committee meeting of 12 June 2018** enclosure 13
 For approval AUD 44/18
 Claire Amor – Secretary to the Committee

18 **Process for the retender of the Internal Audit contract**
For approval
Claire Amor – Secretary to the Committee

enclosure 14
AUD 45/18

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

verbal