

## AGENDA

### Audit and Risk Assurance Committee

A meeting of the Audit and Risk Assurance Committee will take place as follows:

**Date:** Wednesday 18 September 2024

**Time:** 2pm

**Venue:** HCPC Offices, Park House, 184–186 Kennington Park Road,  
London SE11 4BU

Please contact the Committee Secretary by email to [secretariat@hcpc-uk.org](mailto:secretariat@hcpc-uk.org) if you are unable to attend or in the case of any enquiries.

	Lead	Format	Time
<b>Public meeting</b>			
1. <b>Welcome and introduction</b>	Committee Chair	Verbal	2.00
2. <b>Apologies for absence</b>	Committee Secretary	Verbal	
3. <b>Approval of agenda</b> To approve the agenda, including agreement to any change to the order of business at the meeting	Committee Chair	Verbal	
4. <b>Declaration of members' interests in relation to agenda items</b> To disclose any personal interest in any matter under consideration at the meeting, whether or not declared previously	Committee Chair	Verbal	
5. <b>Minutes of the Audit and Risk Assurance Committee meeting held in public on 19 June 2024</b> To approve	Committee Secretary	Paper	2.05
6. <b>Matters arising</b> To note the responses to the actions from the previous meeting(s) held in public	Committee Secretary	Paper	

	<b>Lead</b>	<b>Format</b>	<b>Time</b>
<b>Risk and assurance</b>			
7. <b>Strategic risk register</b> To discuss	Head of Assurance and Compliance	Paper	2.10
8. <b>Operational risk register annual review</b> To discuss	Chief Information Security and Risk Officer	Paper	2.20
9. <b>Risk appetite review</b> To discuss	Head of Assurance and Compliance	Paper	2.30
10. <b>Whistleblowing policy</b> To discuss	Head of Governance	Paper	2.40
<b>Internal audit</b>			
11. <b>Internal audit reports:</b> <ul style="list-style-type: none"> <li>• Project management</li> <li>• Education – new approach</li> </ul> To discuss	BDO LLP	Paper	2.50
12. <b>Internal audit progress report</b> To discuss	BDO LLP	Paper	3.00
13. <b>Internal audit recommendations tracker</b> To note	Compliance Officer	Paper	3.05
<b>Governance</b>			
14. <b>Committee forward plan</b> To note	Committee Secretary	Paper	
15. <b>Resolution to move the meeting to private session</b> To resolve that the remainder of the meeting will be held in private because the matters being discussed relate to: <ul style="list-style-type: none"> <li>• matters which, in the opinion of the Chair, are confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions;</li> <li>• the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services in the case of items 24 and 25.</li> </ul>	Committee Chair	Verbal	3.10

	<b>Lead</b>	<b>Format</b>	<b>Time</b>
<b>Private meeting</b>			
16. <b>Minutes of the Audit and Risk Assurance Committee meeting held in private on 19 June 2024</b> To approve	Committee Secretary	Paper	3.10
17. <b>Matters arising</b> To note the responses to the actions from the previous meeting(s) held in private	Committee Secretary	Paper	
18. <b>Unified assurance report</b> To discuss	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	Paper	3.15
19. <b>Audit findings report</b> To discuss	Haysmacintyre LLP	Paper	3.25
20. <b>Audit completion report and audit certificate</b> To discuss	NAO	Paper	3.35
21. <b>Annual Report and Accounts 2023-24</b> To recommend to the Council for approval	Executive Director of Resources	Paper	3.45
22. <b>Management letters of representation to external auditor and NAO</b> To recommend to the Council for approval	Executive Director of Resources	Paper	4.00
23. <b>Internal audit performance review</b> To discuss	Head of Assurance and Compliance/ Compliance Officer	Paper	4.10
24. <b>Process for the retender of internal audit services</b> To discuss	Head of Assurance and Compliance	Paper	4.20
25. <b>External auditor appointment</b> To recommend to the Council for approval	Executive Director of Resources	Paper	4.30

	<b>Lead</b>	<b>Format</b>	<b>Time</b>
26. <b>Close</b> Date and time of next meeting: 13 November 2024 at 2pm	Committee Chair		4.35