

Audit Committee Meeting

Tuesday 25 September 2007

10.30 am

The 19th meeting of the Audit Committee will be held at the following location:

Avonmouth House
6 Avonmouth Street
London SE1 6NX

(Location map enclosed)

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
18 September 2007

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

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Agenda – Part one – open to members of the public

1. **Apologies for absence** Verbal
2. **Approval of agenda** Verbal
3. **Minutes of the Audit Committee meeting held on 26 June 2007** Enclosure 1
from Colin Bendall - Secretary to the Committee Paper AUD 47/07
4. **Matters arising** Enclosure 2
from Colin Bendall - Secretary to the Committee Paper AUD 48/07
5. **Chairman's report** Verbal
6. **Quality report** Enclosure 3
from Greg Ross-Sampson - Director of Operations Paper AUD 49/07

Items for discussion/approval

7. **Internal audit report - External communications** Enclosure 4
from Jacqueline Ladds - Director of Communications Paper AUD 50/07
8. **Internal audit report - Fitness to Practise follow up review** Enclosure 5
from Kelly Johnson - Director of Fitness to Practise Paper AUD 51/07
9. **Scope of PKF audit of Finance** Enclosure 6
from Simon Leicester - Director of Finance Paper AUD 52/07
10. **Draft financial regulations** Enclosure 7
from Simon Leicester - Director of Finance Paper AUD 53/07
11. **Internal audit progress report** Enclosure 8
from Colin Bendall - Secretary to the Committee Paper AUD 54/07
12. **Audit Committee terms of reference** Enclosure 9
from Colin Bendall - Secretary to the Committee Paper AUD 55/07
13. **Review of the Audit Committee's effectiveness** Enclosure 10
from Colin Bendall - Secretary to the Committee Paper AUD 56/07

Items to note

14. **Baker Tilly customer feedback questionnaire** Enclosure 11
from Simon Leicester - Director of Finance Paper AUD 57/07

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| 15. | PKF customer feedback questionnaire
from Simon Leicester - Director of Finance | Enclosure 12
Paper AUD 58/07 |
| 16. | Updated risk register
from Simon Leicester - Director of Finance | Enclosure 13
Paper AUD 59/07 |
| 17. | Internal audit annual report
from Colin Bendall - Secretary to the Committee | Enclosure 14
Paper AUD 60/07 |
| 18. | Dates of Committee meetings 2008-9
from Colin Bendall - Secretary to the Committee | Enclosure 15
Paper AUD 61/07 |

Items for information

None.

19. **Any other business**
Previously notified to and agreed by the Chairman
20. **Date and time of next meeting:**
10.30 am on Wednesday 5 December 2007

Subsequent meetings at 10.30 am:
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."

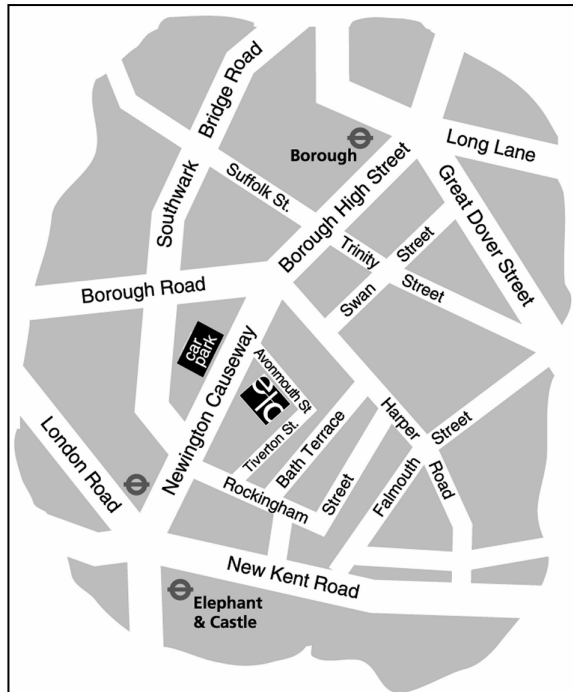
This document is available in alternative formats on request.

Directions to etc venues Avonmouth House

6 Avonmouth Street, London SE1 6NX

Tel: 020 7940 7370

etc venues is clearly sign posted and is the first large front-facing building on the right. There is a large glass canopy entrance with automatic sliding doors.



Parking

There is also limited meter parking on Avonmouth Street and the surrounding roads. Current costs are £1.20 per hour with a maximum stay of two hours.

Please note: Avonmouth House has limited parking slots which must be reserved beforehand. The slots are allocated on a first come, first served basis, and are subject to availability.

London Buses

There are regular buses from all mainline stations (except Paddington) to Elephant & Castle although the underground is usually faster.

Charing Cross	176
Euston	68. 168. 188
Kings Cross	63,45
Liverpool Street	35. 133
London Bridge	35. 40. 133. 344
Victoria	C10
Waterloo	68. 168. 188. 171. 176

Post Office

Turn right along Borough High Street (opposite the Underground Station)

London Underground Stations

London Underground Stations

There are regular Underground services from all mainline stations to Elephant & Castle or Borough Stations

Charing Cross	Bakerloo line to Elephant & Castle
Euston	Northern line (City branch) to Borough
Kings Cross	Northern line (City branch) to Borough
Liverpool Street	Central line to Bank. Change for Northern line (City branch) to Borough
London Bridge	Northern line to Borough or 12-15 min walk (see map)
Marylebone	Bakerloo line to Elephant & Castle
Paddington	Bakerloo line to Elephant & Castle
Victoria	Circle or District line to Embankment. Change for Bakerloo line to Elephant & Castle
Waterloo	Bakerloo line to Elephant & Castle or 15-18 min walk

Elephant & Castle Underground

Bakerloo Line

Take 'South Bank University' exit. Turn left out of station. Follow pavement around and go up Newington Causeway. Pass under railway bridge, then turn right into Avonmouth Street

Northern Line

Borough Underground station is recommended when using the Northern Line (see below).

Borough Underground

Northern Line

Turn right out of station. Cross road and go past Post Office and Police Station. Continue down Borough High Street. At 2nd set of traffic lights it becomes Newington Causeway. Avonmouth Street is 1st left just after Law Courts.

Elephant & Castle Train Station – Connex South & Thameslink Trains