

**Audit Committee**

**The 40th meeting of the Audit Committee will take place as follows:**

**Date:** Wednesday 28 November 2012

**Time:** 10:30 am

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

**Members:** Jeff Lucas (Chair)  
Julia Drown  
Morag MacKellar  
Joy Tweed

**Enquiries:** Steve Rayner, Acting Secretary to the Committee  
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## 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 27 September 2012</b> Steve Rayner – Acting Secretary to the Committee	enclosure 1 AUD 51/12
5	<b>Matters arising</b> Steve Rayner – Acting Secretary to the Committee	enclosure 2 AUD 52/12
6	<b>Business Process Improvement report</b> Roy Dunn – Head of Business Process Improvement	enclosure 3 AUD 53/12
Items for discussion/approval		
7	<b>Internal audit report – Income collection and debtors</b> Tim Moore – Director of Finance	enclosure 4 AUD 54/12
8	<b>Internal audit report – ICT security</b> Guy Gaskins – Director of Information Technology	enclosure 5 AUD 55/12
9	<b>Internal audit progress report</b> Steve Rayner – Acting Secretary to the Committee	enclosure 6 AUD 56/12
10	<b>Internal audit – Review of recommendations</b> Steve Rayner – Acting Secretary to the Committee	enclosure 7 AUD 57/12
11	<b>Extracts from January 2012 risk register</b> Steve Rayner – Acting Secretary to the Committee	enclosure 8 AUD 58/12
12	<b>Extracts from July 2012 risk register</b> Steve Rayner – Acting Secretary to the Committee	enclosure 9 AUD 59/12
13	<b>Risks owned by the Director of Human Resources</b> Teresa Haskins – Director of Human Resources	verbal
14	<b>Risks owned by the Secretary to Council</b> Steve Rayner – Acting Secretary to the Committee	verbal
15	<b>Risks owned by the Facilities Manager</b> Steve Hall – Facilities Manager	verbal

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2011-12-05	a	ADT	AGD	Audit Committee agenda 28 November 2012	Draft DD: None	Public RD: None

- 16 **Purchasing procedures** enclosure 10  
Tim Moore – Director of Finance AUD 60/12

Items to note

- 17 **British Standards Institute audit report** enclosure11  
Roy Dunn – Head of Business Process Improvement AUD 61/12

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

- 19 **Date & time of next meeting:**  
10.30 am Wednesday 13 March 2013

**Subsequent meetings at 10.30 am:**

Tuesday 25 June 2013  
Thursday 26 September 2013  
Tuesday 28 November 2013

**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
20	c, d, g, h
21	c, d, g, h
22	c

## Part 2 – Private Agenda

20 **Private minutes of the Audit Committee of 27 September 2012** enclosure 12  
Steve Rayner – Acting Secretary to the Committee AUD 62/12

21 **Matters arising**  
Steve Rayner – Acting Secretary to the Committee verbal

### Items for discussion/approval

22 **Review of the performance of the external auditor** enclosure 13  
Steve Rayner – Acting Secretary to the Committee AUD 63/12

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

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