

AGENDA

Audit and Risk Assurance Committee

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

Date: Wednesday 13 March 2024

Time: 2pm

Venue: Videoconference (Microsoft Teams)

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

	Lead	Format	Time
1. Welcome and introduction	Committee Chair	Verbal	14:00
2. Apologies for absence	Committee Secretary	Verbal	
3. Approval of agenda To approve the agenda, including agreement to any change to the order of business at the meeting	Committee Chair	Verbal	
4. Declaration of members' interests in relation to agenda items To disclose any personal interest in any matter under consideration at the meeting, whether or not declared previously	Committee Chair	Verbal	
5. Minutes of the Audit and Risk Assurance Committee meeting held in public on 15 November 2023 To approve	Committee Secretary	Paper	14:05
6. Matters arising To note the responses to the actions from the previous meeting(s) held in public	Committee Secretary	Paper	

	Lead	Format	Time
Risk and assurance			
7. Strategic risk register To note	Head of Assurance and Compliance	Paper	14:10
8. Strategic risk deep dive: EDI practice To discuss	Equality, Diversity and Inclusion Strategic Lead	Presentation	14:15
9. Anti-Bribery and Fraud Policies To approve	Chief Information Security and Risk Officer	Paper	14:35
Internal audit			
10. Internal Audit Reports: <ul style="list-style-type: none"> • People Strategy • Procurement of large contracts • Annual follow-up of internal audit recommendations To discuss	BDO LLP	Paper	14:45
11. Internal Audit Plan 2023-24 progress report To note	BDO LLP	Paper	15:00
12. Draft Internal Audit Annual Report and Opinion 2023-24 To discuss	BDO LLP	Paper	15:10
13. Draft Internal Audit Three Year Strategy 2023-2026, Annual Plan 2024-25 and Charter To approve	BDO LLP	Paper	15:20
14. Internal audit recommendations tracker To note	Compliance Officer	Paper	15:35
External audit and Annual Report and Accounts			
15. External audit planning report To discuss	Haysmacintyre	Paper	
16. External audit planning update To discuss	NAO	Verbal	15:40

	Lead	Format	Time
Governance			
17. Reserves Policy To consider and recommend	Executive Director of Resources/Head of Finance	Paper	15:50
18. Review of standing orders To review and recommend any changes to the Council	Committee Secretary	Paper	16:00
19. Committee forward plan 2024 To note	Committee Secretary	Paper	
20. Resolution to move the meeting to private session To resolve that the remainder of the meeting will be held in private because the matters being discussed relate to 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	Committee Chair	Verbal	16:05
Private Meeting			
21. Minutes of the Audit and Risk Assurance Committee meetings held in private on 15 November 2023 To approve	Committee Secretary	Paper	
22. Notes of the Audit and Risk Assurance Committee meeting held in private on 14 February 2024 To note	Committee Secretary	Paper	
23. Matters arising There were no outstanding actions from the previous meeting(s) held in private	Committee Secretary	Verbal	
24. Unified assurance report To discuss	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	Paper	16:10

	Lead	Format	Time
25. Risk of fraud at the HCPC To discuss	Chief Information Security and Risk Officer	Paper	16:20
26. Any other business To be notified to and agreed by the Chair	Committee Chair	Verbal	16:30
27. Close Date and time of next meeting: 19 June 2024 at 2pm	Committee Chair		