

Audit and Risk Assurance Committee Forward Programme 2024

					13 March	19 June	18 September	13 November
ITEM	EXEC LEAD	PRESENTER/AUTHOR	WHERE BEFORE	WHERE AFTER	Agenda items: 12 Feb Papers: 4 Mar	Agenda items: 20 May Papers: 10 Jun	Agenda items: 19 Aug Papers: 9 Sep	Agenda items: 14 Oct Papers: 4 Nov
Opening Items								
Approval of agenda	N/A	Committee Chair	N/A	N/A	X	X	X	X
Declaration of members' interests (verbal)	N/A	Committee Chair	N/A	N/A	X	X	X	X
Minutes of the previous meeting (public and private sessions)	N/A	Committee Secretary	N/A	N/A	X	X	X	X
Matters arising (public and private sessions)	N/A	Committee Secretary	N/A	N/A	X	X	X	X
Risk and Assurance								
Strategic Risk Register	CA (AB)	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	ELT	Council	X	X	X	X
Operational Risk Register: annual review	CA (AB)	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	ELT	N/A			X	
Unified Assurance Report	CA (AB)	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	ELT	N/A	X	X	X	X

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Unified Assurance Framework Annual Public Summary	CA (AB)	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	ELT	N/A		X		
Risk appetite review	CA (AB)	Head of Assurance and Compliance	ELT	Council			X	
Reserves Policy	AB	ED of Resources/Head of Finance	PRC	Council	X			
Financial regulations	AB	Head of Finance	PRC	Council				X
Procurement policy	AB	Head of Finance	PRC	Council				X
Whistleblowing Policy	CA (AB)	Head of Governance	ELT	N/A			X (discussion)	X (approval)
Anti-Bribery and Fraud Policy	AS	ED of Education, Registration and Regulatory Standards	ELT	N/A	X			
Risk of fraud at the HCPC	AS	ED of Education, Registration and Regulatory Standards	ELT	N/A	X			
Digital risks update (including digital strategy, information security and business change)	AB	Chief Information Security and Risk Officer	N/A	N/A				X
Cybersecurity – risk levels and good practice	AB	BDO LLP	N/A	N/A				
Strategic Risk Deep Dives Topics to include: - using risk appetite in practice in decision-making - tone of voice - EDI practice review - the golden thread	CA (AB)	Various TBC	N/A	N/A	X (EDI)	X (cybersecurity)		X (complaints)

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- direct/indirect complaints								
Biannual external and internal auditor only session	CA/ (AB)	Various	N/A	N/A		X		X
Annual Information Governance Report 2023-24	CA (AB)	Chief Information Security and Risk Officer/Information Governance Manager	ELT	N/A		X		
Annual Feedback and Complaints Report 2023-24	CA (AB)	Head of Assurance and Compliance	ELT	N/A				X
Internal Audit								
Internal audit progress report	CA (AB)	BDO LLP	N/A	N/A	X	X	X	X
Internal audit report: People strategy	CA (AB)	BDO LLP	N/A	N/A	X			
Internal audit report: Procurement of large contracts	CA (AB)	BDO LLP	N/A	N/A	X			
Internal audit report: Annual follow up of internal audit recommendations	CA (AB)	BDO LLP	N/A	N/A	X			
Internal audit report: Project management	CA (AB)	BDO LLP	N/A	N/A			X	
Internal audit report: Education – new approach	CA (AB)	BDO LLP	N/A	N/A			X	
Internal audit report: Key performance Indicators (KPIs)	CA (AB)	BDO LLP	N/A	N/A				X
Internal audit report: Stakeholder engagement	CA (AB)	BDO LLP	N/A	N/A				X
Internal audit report: Environmental	CA (AB)	BDO LLP	N/A	N/A				X

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sustainability								
Internal audit report – Health and safety	CA (AB)	BDO LLP	N/A	N/A				X
Internal audit report – Data privacy	CA (AB)	BDO LLP	N/A	N/A				X TBC
Internal audit recommendations tracker	CA (AB)	Compliance Officer	N/A	N/A	X	X	X	X
Internal audit plan 2024-25, strategy refresh and fees	CA (AB)	BDO LLP	N/A	N/A	X			
Internal audit annual report and opinion	CA (AB)	BDO LLP	N/A	N/A	X (draft)	X (final)		
Internal audit performance review	CA (AB)	Head of Assurance and Compliance	N/A	N/A			X	
Internal Audit Charter	CA (AB)	BDO LLP	N/A	N/A				X
Internal auditor appointment	CA (AB)	Head of Assurance and Compliance	N/A	N/A			X	X
External Audit								
External audit planning report (including fees)	AB	Haysmacintyre LLP	N/A	N/A	X			
Audit planning report (including fees)	AB	NAO	N/A	N/A		X		
External audit update	AB	Haysmacintyre LLP	N/A	N/A		X		
External audit report and Audit Findings Report	AB	Haysmacintyre LLP	ELT	Council			X	
Audit completion report and audit certificate	AB	NAO	ELT	Council			X	
External auditor performance review	AB	ED of Resources	N/A	Council				X
External auditor	AB	ED of Resources	ELT	Council		X	X	

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appointment								
Annual Report and Accounts								
Review of accounting policies and significant judgments and estimations	AB	ED of Resources/ Head of Finance	ELT	N/A				
Annual report and accounts update	AB	ED of Resources/ Head of Finance	ELT	Council	X	X (including draft annual report)	X (including final draft annual report and accounts)	
Management letters of representation to external auditor/NAO	AB	ED of Resources/ Head of Finance	ELT	Council			X	
Audit and Risk Assurance Committee annual report to the Council and the Accounting Officer	CA (AB)	Head of Governance	N/A	Council		X		
Governance								
Review of Committee effectiveness/standing orders	N/A	Committee Secretary	N/A	N/A	X			
Committee Forward Plan	N/A	Committee Secretary	N/A	N/A	X	X	X	X
Closing items								
Date/time of next meeting(s)	N/A	Committee Chair	N/A	N/A	X	X	X	X
Resolution to move meeting to private session (as required)	N/A	Committee Chair	N/A	N/A	X	X	X	X