

AGENDA

Audit and Risk Assurance Committee

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

Date: Wednesday 13 November 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
Meeting of the Committee members with internal auditors and National Audit Office	Committee Chair		2.00
Public meeting			
1. Welcome and introduction	Committee Chair	Verbal	2.15
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 18 September 2024 To approve	Committee Secretary	Paper	2.20
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 discuss	Head of Assurance and Compliance	Paper	2.25
8. Strategic risk deep dive: feedback and complaints To discuss	Head of Assurance and Compliance	Presentation	2.35
9. Annual feedback and complaints report 2023-24 To discuss	Head of Assurance and Compliance	Paper	2.50
10. Financial regulations To discuss	Head of Finance	Paper	3.00
11. Investment policy To discuss	Head of Finance	Paper	3.10
12. Whistleblowing policy To approve	Head of Governance	Paper	3.15
Internal audit			
13. Internal audit reports: <ul style="list-style-type: none"> • Key performance indicators • Stakeholder engagement • Environmental sustainability To discuss	BDO LLP	Paper	3.25
14. Internal audit progress report (including change to global internal audit standards) To discuss	BDO LLP	Paper	3.35
15. Internal audit recommendations tracker To note	Compliance Officer	Paper	3.45
Governance			
16. Committee forward plan To note	Committee Secretary	Paper	3.50

	Lead	Format	Time
<p>17. 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:</p> <ul style="list-style-type: none"> • 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; • the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services in the case of item 22. 	Committee Chair	Verbal	3.55
Private meeting			
<p>18. Minutes of the Audit and Risk Assurance Committee meeting held in private on 18 September 2024 To approve</p>	Committee Secretary	Paper	
<p>19. Matters arising To note the responses to the actions from the previous meeting(s) held in private</p>	Committee Secretary	Paper	
<p>20. Unified assurance report To discuss</p>	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	Paper	4.00
<p>21. Internal auditor appointment To approve</p>	Head of Assurance and Compliance	Paper	4.10
<p>22. External audit arrangements and performance To discuss</p>	Executive Director of Resources	Paper	4.20
<p>23. Any other business To be notified to and agreed by the Chair</p>	Committee Chair	Verbal	4.25
<p>24. Close Date and time of next meeting: 12 March 2025 at 2pm</p>	Committee Chair		4.30