

Audit and Risk Assurance Committee Forward Programme 2025

					12 March	11 June	18 September	20 November
ITEM	EXEC LEAD	PRESENTER/AUTHOR	WHERE BEFORE	WHERE AFTER	Agenda items: 10 Feb Papers: 3 Mar	Agenda items: 12 May Papers: 2 Jun	Agenda items: 18 Aug Papers: 9 Sep	Agenda items: 20 Oct Papers: 11 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	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	ELT	Council	X	X	X	X
Operational risk register: annual review	CA	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	ELT	N/A			X	
Unified assurance report	CA	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 summary	CA	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	ELT	N/A		X		
Risk appetite review (next due in September 2026)	CA	Head of Assurance and Compliance	ELT	Council			X	
Finance policies (for consultation as required)	AB	Head of Finance	PRC	Council	-	Procurement policy	Financial regulations Reserves policy	-
Speak up and whistleblowing update	CA	Freedom to Speak Up Guardians	ELT	N/A		X		X
Freedom to speak up annual report (date TBC)	CA	Freedom to Speak Up Guardians	ELT	N/A				
Anti-bribery and fraud policy (next due in 2026)	CA	Chief Information Security and Risk Officer	ELT	N/A				
Risk of fraud at the HCPC	CA	Chief Information Security and Risk Officer	ELT	N/A		X		
ISO 27001 certification	CA	Chief Information Security and Risk Officer	ELT	N/A		X		
Strategic risk deep dives	CA	Head of Assurance and Compliance/Various	N/A	N/A	X regulatory reform	X freedom to speak up	X PSA performance review – new process (including standard 15)	X review of strategic risks and corporate strategy
Biannual external and internal auditor only session	CA	Various	N/A	N/A		X		X

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Annual information governance report 2024-25	CA	Chief Information Security and Risk Officer/Information Governance Manager	ELT	N/A		X		
Feedback and complaints update	CA	Head of Assurance and Compliance	ELT	N/A		X		
Annual feedback and complaints report 2024-25	CA	Head of Assurance and Compliance	ELT	N/A				X
Internal Audit								
Internal audit progress report	CA	BDO LLP	N/A	N/A		X	X	X
Internal audit report – environmental sustainability	CA	BDO LLP	N/A	N/A	X			
Internal audit report – annual follow up of recommendations	CA	BDO LLP	N/A	N/A		X		
Internal audit report – data protection	CA	BDO LLP	N/A	N/A	X			
Internal audit report – outreach	CA	BDO LLP	N/A	N/A	X			
Internal audit reports - TBC	CA	BDO LLP	N/A	N/A		X	X	X
Internal audit charter	CA	BDO LLP	N/A	N/A	X			
Internal audit recommendations tracker	CA	Improvement and Compliance Specialist	N/A	N/A	X	X	X	X
Internal audit plan 2025-26, strategy refresh and fees	CA	BDO LLP	N/A	N/A	X			
Internal audit annual report and opinion	CA	BDO LLP	N/A	N/A	X (draft)	X (final)		
Internal audit performance review	CA	Head of Assurance and Compliance	N/A	N/A			X	

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Internal auditor appointment	CA	Head of Assurance and Compliance	N/A	N/A		X		X
External Audit								
External audit planning report (including fees)	AB	NAO	N/A	N/A	X			
External audit update	AB	NAO	N/A	N/A		X		
External audit report and audit certificate	AB	NAO	ELT	Council			X	
External auditor performance review	AB	ED of Resources	N/A	Council				X
Annual Report and Accounts								
Review of accounting policies and significant judgments and estimations	AB	ED of Resources/ Head of Finance	ELT	N/A	X			
Annual report and accounts update	AB	ED of Resources/ Head of Finance	ELT	Council	X	X	X (including final draft annual report and accounts)	
Management letter(s) of representation	AB	ED of Resources/ Head of Finance	ELT	Council			X (by email)	
Audit and Risk Assurance Committee annual report to the Council and the Accounting Officer	CA	Head of Governance	N/A	Council		X		
Governance								
Review of Committee effectiveness/standing orders	N/A	Committee Secretary	N/A	Council	X			
Committee forward plan	N/A	Committee Secretary	N/A	N/A	X	X	X	X

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Closing items								
Committee reflection	N/A	Committee Chair	N/A	N/A	X	X	X	X
Any other business (with the agreement of the Chair)	N/A	Committee Chair	N/A	N/A	X	X	X	X
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