

**Audit Committee**

**The 57<sup>th</sup> meeting of the Audit Committee will take place as follows:**

**Date:** Wednesday 15<sup>th</sup> March 2017

**Time:** 10:30 am

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

**Members:** Stephen Cohen (Chair)  
Sue Gallone  
Eileen Mullan  
Julie Parker

**Enquiries:** Claire Amor, Secretary to the Committee  
020 7840 9710  
[claire.amor@hcpc-uk.org](mailto:claire.amor@hcpc-uk.org)

## 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 22 November 2016</b><br>Claire Amor – Secretary to the Committee | enclosure 1<br>AUD 01/17 |

### Items for discussion/approval

- |    |                                                                                                                                                                                                                                                                              |                           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 5  | <b>Risk Register – social worker regulation</b><br>Roy Dunn – Head of Business Process Improvement                                                                                                                                                                           | enclosure 2<br>AUD 02/17  |
| 6  | <b>Risk Register and Risk Treatment Plan</b><br><b>Risk owner presentations</b><br>Roy Dunn – Head of Business Process Improvement<br>Elaine Buckley – Chair of the HCPC<br>Marc Seale – Chief Executive and Registrar<br>Michael Guthrie – Director of Policy and Standards | enclosure 3<br>AUD 03/17  |
| 7  | <b>BSI Audit Report ISO10002:2014</b><br>Roy Dunn – Head of Business Process Improvement                                                                                                                                                                                     | enclosure 4<br>AUD 04/17  |
| 8  | <b>Internal Audit Report – Employee recruitment and retention</b><br>Teresa Haskins                                                                                                                                                                                          | enclosure 5<br>AUD 05/17  |
| 9  | <b>Internal Audit Report – Follow up on 5 year plan model</b><br>Andy Gillies – Director of Finance                                                                                                                                                                          | enclosure 6<br>AUD 06/17  |
| 10 | <b>Internal Audit progress report 2016-17</b><br>Claire Amor – Secretary to the Committee                                                                                                                                                                                    | enclosure 7<br>AUD 07/17  |
| 11 | <b>Internal Audit Plan for 2017-18</b><br>Claire Amor – Secretary to the Committee                                                                                                                                                                                           | enclosure 8<br>AUD 08/17  |
| 12 | <b>Accounting treatment – software systems</b><br>Andy Gillies – Director of Finance                                                                                                                                                                                         | enclosure 9<br>AUD 09/17  |
| 13 | <b>Accounting treatment – 186 Kennington Park Road</b><br>Andy Gillies – Director of Finance                                                                                                                                                                                 | enclosure 10<br>AUD 10/17 |
| 14 | <b>Audit Committee review</b><br>Stephen Cohen – Chair of the Audit Committee                                                                                                                                                                                                | enclosure 11<br>AUD 11/17 |

## Items to note

- 15    **Review of internal audit recommendations**  
Claire Amor – Secretary to the Committee  
enclosure 12  
AUD 12/17
- 16    **BPI Report**  
Roy Dunn – Head of Business Process Improvement  
enclosure 13  
AUD 13/17
- 17    **Business continuity test November 2016**  
Roy Dunn – Head of Business Process Improvement  
enclosure 14  
AUD 14/17
- 18    **Any other business**  
Previously notified and agreed by the Chair
- 19    **Date & time of next meeting:**  
Wednesday 14 June 2017, 10.30am