Audit and Risk Assurance Committee, 11 June 2021

Matters Arising

Executive summary and recommendations

Attached is an actions list as agreed at the last public meeting of the Audit Committee.

	Action point (and location in the minutes)	For the attention of/ Comment on progress
11 November 2020		
1.	**Item 7. Strategic Risk Register (report ref: AUD 58/20)** The performance management system is in place throughout the organisation including at Executive level and it might be possible to extend its use to Council if it were desired. The Executive would investigate this possibility with the L&D Manager. (7.5 point 3)	**Executive:** We did agree that Perform would be a better system for this. Reviews via Perform for Council Members this year would be factored into their plan for early Spring next year.
2.	**Item 11. Review of internal whistleblowing policy (report ref: AUD 64/20)** The Executive confirmed that a register of policies would be developed with dates for review and ownership. (11.4)	**Executive:** Being developed – A number of HR policies have been reviewed and updated by our external lawyers and are currently been reviewed internally. We are reviewing all HR policies and have prioritised these. They will all be updated by Q3. Finance policies will be reviewed prior to the next ARAC – once completed a comprehensive register will be compiled.
10 March 2021		
3.	**Item 9ii. Papers from the HCPC's Internal Auditors, BDO LLP - Intelligence gathering review (report ref: ARAC 05/21)**	**Executive:** The HCPC's first Insight and Intelligence Framework will

	9.ii.4 The Committee welcomed the timely report and noted some real-world benefits that could be realised. It noted that it is a useful report at this stage of the HCPC's journey on data and intelligence. The Executive would consider on how best to share the information in the report with Council.	be presented to the Council at its meeting on 1 July 2021.
4.	**Item 9ii. Papers from the HCPC's Internal Auditors, BDO LLP - Intelligence gathering review (report ref: ARAC 05/21)** 9.ii.5 In response to a question the Committee noted that the ownership of data processes and data quality would require a focal point at SMT level, with end-to-end responsibility, and if there was a Council member who could provide a level of expertise then that would be beneficial in acting as a critical friend. The Executive agreed to clarify ownership and governance of data and intelligence.	**Executive:** The Executive will determine this as the business case for a data platform is agreed.
5.	**Item 9ii. Papers from the HCPC's Internal Auditors, BDO LLP - Intelligence gathering review (report ref: ARAC 05/21)** 9.ii.8 The Committee considered how best to monitor the implementation of the recommendations in the report and questioned whether the recommendations tracker was the best method in this case. SMT agreed to reflect on how best to monitor and report on progress to the Committee.	**Executive:** Recommendation implementation is reviewed annually by the internal auditors. It is suggested this mechanism is used to monitor implementation given the timescale involved.
6.	**Item 9iii. Papers from the HCPC's Internal Auditors, BDO LLP - Internal Audit Plan 2020-21 progress update (report ref: ARAC 06/21)** 9.iii.3 The Committee noted the insights piece included with the update report which highlighted the changes to the Institute of Internal Auditors' Three Lines of Defence model, which is now known as the Three Lines Model. The Committee noted that the new model places less emphasis on defence and allows for organisations to	**Executive:** This review will be undertaken and inform a restructure of the Internal Assurance report for the September 2021 iteration.

	seize opportunities. The Executive would review the assurance map to see if these changes of focus were reflected in it.	
7.	**Item 9.iv Internal Audit Plan 2021-22 (report ref: ARAC 07/21)** 9.iv.4 The Committee welcomed the inclusion of safeguarding as a topic and, regarding whether there was sufficient focus on EDI issues, were assured that the HCPC has commissioned a consultancy service to conduct an independent review of the HCPC's EDI practice, both for external facing policies and internal work. The report was due to presented to Council at its March meeting and would be presented to the Committee at its June meeting, with the recommendations from the report monitored through the Committee's recommendation tracker	**Executive:** The position hasn't changed since presenting to Council in March. The paper will now be presented to the Committee at a future date once some progress has been made with recruitment and the action plan development.
8.	**Item 9.iv Internal Audit Plan 2021-22 (report ref: ARAC 07/21)** 9.iv.5 Following a suggestion from the new Executive Director of Corporate Services the Committee agreed that a review of the new registration system's integration with finance, the end-to-end renewal cycle, billing and the collection of payments should be incorporated into the review of key financial controls. BDO agreed to reflect this and would look to schedule the review in Q3.	**BDO:** Noted: scoping will design testing around those risks
9.	**Item 11. Internal audit recommendations tracker (report ref: ARAC 09/21)** 11.4 The Committee noted that business continuity testing was on hold due to the pandemic and were informed that the Chief Information Security Officer was investigating new scenarios to develop, that are up to date. BDO noted, as an example of the changing landscape, that previous or existing arrangements for remote sites as part of business continuity might be less relevant today. The Executive agreed to update the Committee on business continuity plans through matters arising for the next meeting.	**Executive:** The most likely post pandemic threats we face include loss of internet access. Scenarios around this are being developed, and a test using Shadow Planner constructed. This may be trialled later in the financial year if the HCPC has the capacity to undertake the test.

Decision

The Committee is requested to note the document. No decision is required.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

None

Financial implications

None.

Appendices

None.

Date of paper

4 June 2021