

# **The Health Professions Council**

## **Audit Committee Meeting**

**Wednesday 28 February 2007**

**10.30 am**

The 16th meeting of the Audit Committee will be held at the following location:

**The Brit Oval  
Kennington  
London SE11 5SS**

(Location map enclosed)

The Audit Committee meeting will be held in two parts. Part One will be open to members of the public. Part Two will be held in private.

**Colin Bendall,  
Secretary to the Committee**  
21 February 2007

Health Professions Council  
Park House  
184 Kennington Park Road  
London SE11 4BU

Telephone: 020 7840 9710  
Fax: 020 7820 9807  
email: colin.bendall@hpc-uk.org

## Agenda – Part One – Open to Members of the Public

- |    |  |                               |
|----|--|-------------------------------|
| 1. | <b>Apologies for Absence</b>   | Verbal                        |
| 2. | <b>Approval of Agenda</b>  | Verbal                        |
| 3. | <b>Minutes of the Audit Committee meeting held on 6 December 2006</b><br>From Colin Bendall - Secretary to the Committee | Enclosure 1<br>Paper AUD 1/07 |
| 4. | <b>Matters Arising</b><br>From Colin Bendall - Secretary to the Committee  | Enclosure 2<br>Paper AUD 2/07 |
| 5. | <b>Chairman's Report</b>   | Verbal                        |
| 6. | <b>Quality Manager Report</b><br>From Greg Ross-Sampson - Director of Operations   | Enclosure 3<br>Paper AUD 3/07 |

### Items for Discussion/Approval

- |     |   |                                 |
|-----|---|---------------------------------|
| 7.  | <b>Baker Tilly Audit Strategy</b><br>From Simon Leicester - Director of Finance   | Enclosure 4<br>Paper AUD 4/07   |
| 8.  | <b>National Audit Office Audit Strategy</b><br>From Simon Leicester - Director of Finance                                   | Enclosure 5<br>Paper AUD 5/07   |
| 9.  | <b>PKF Audit Plan 2007-8</b><br>From Simon Leicester - Director of Finance  | Enclosure 6<br>Paper AUD 6/07   |
| 10. | <b>Updated Risk Register</b><br>From Simon Leicester - Director of Finance  | Enclosure 7<br>Paper AUD 7/07   |
| 11. | <b>Internal Audit Protocol</b><br>From Niamh O'Sullivan - Secretary to the Council  | Enclosure 8<br>Paper AUD 8/07   |
| 12. | <b>Internal Audit Progress Report</b><br>From Colin Bendall - Secretary to the Committee                                    | Enclosure 9<br>Paper AUD 9/07   |
| 13. | <b>Internal Audit Report - Corporate Governance and Risk Management</b><br>From Niamh O'Sullivan - Secretary to the Council | Enclosure 10<br>Paper AUD 10/07 |
| 14. | <b>Internal Audit Report - Financial Systems</b><br>From Colin Bendall - Secretary to the Committee                         | Enclosure 11<br>Paper AUD 11/07 |
| 15. | <b>Financial Regulations</b><br>From Colin Bendall - Secretary to the Committee   | Enclosure 12<br>Paper AUD 12/07 |

### Items to Note

- |     |  |                                 |
|-----|--|---------------------------------|
| 16. | <b>Electronic Resolutions Passed Since the Last Meeting</b><br>From Colin Bendall - Secretary to the Committee | Enclosure 13<br>Paper AUD 13/07 |
|-----|--|---------------------------------|

### Items for Information

None.

17. **Any Other Business**  
Previously Notified to and Agreed by the Chairman
18. **Date and Time of Next Meeting:**  
10.30 am on Tuesday 26 June 2007

#### **Subsequent Meetings at 10.30 am:**

Tuesday 25 September 2007  
Wednesday 5 December 2007  
Wednesday 27 February 2008  
Thursday 26 June 2008

### **Resolution**

The Committee is invited to adopt one or more of the following:

"The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following;

- a. information relating to a registrant, former registrant or applicant for registration;
- b. information relating to an employee or office holder, former employee or applicant for any post or office;
- c. the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property
- d. negotiations or consultation concerning labour relations between the Council and its employees;
- e. any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- f. action being taken to prevent or detect crime or to prosecute offenders;
- g. the source of information given to the Committee in confidence;
- h. or any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions."

## GETTING TO THE OVAL CONFERENCE CENTRE

Entrance to the Oval Conference Centre is through the Alec Stewart Gate (see map on next page)

### By Underground

#### Vauxhall Station – Victoria Line

Take the Victoria Line from the City or Central London to Vauxhall Underground Station. The Alec Stewart Gate is about a 5 min walk from the station. When leaving the station walk through the tunnel towards Kennington. Cross at the traffic lights and follow the road to the right which is the Harleyford Road as you walk up the road you will see the Oval Cricket Ground to your left and the Alec Stewart Gate is situated on the corner of the ground.

#### Oval Station – Northern Line

Take the Northern line from the City or Central London to Oval Tube Station. The Hobbs Gate entrance to the Pavilion End of the ground is 100 yards to your left on leaving the station. The Alec Stewart Gate entrance is further round to the left hand side of the Hobbs Gate down Harleyford Road.

### By Rail

Take **South West trains to Vauxhall Station**, which is a short walk from the ground. The station is well served by trains from throughout Surrey and Hampshire as well as from the Greater London area. Connections include **Clapham Junction** and **Waterloo**. For further information on rail services visit the Transport for London website at [www.tfl.gov.uk](http://www.tfl.gov.uk)

### By Bus

Route No's **36** and **185** stop outside the ground and other local services stop around the corner. For more information visit the Transport for London website as above.

### By Car

The ground is situated on the A202, near the junction with the A3 and A24, just south of Vauxhall Bridge and 10 mins from Victoria and Waterloo. There is very limited parking on non-match days, these spaces need to be pre-booked prior to the event. We advise all customers to use public transport.

### Car Parking

Please note that on site parking is very limited. We would advise that delegates make their journey by public transport. If however you do require some parking please contact Lucia Tiana on 020 7735 6884 for a car parking request form no later than 14 working days prior to your event. If car parking spaces are not requested prior to the event delegates that arrive with cars will have to find alternative parking.

### From the North

**Edgware road A5** – follow signs to **Marble Arch** then **A202 Park Lane** to **Grosvenor Place**, then follow signs to Vauxhall Bridge. After passing over the Thames go under the railway bridge and carry on forward. Follow the road round and turn left into **Harleyford Road** for Kennington and the Brit Insurance Oval.

### From the East

Take the A202 heading for Kennington.

### From the South

M25 – take junctions 6, 7, 8 or 9 then A22, A23, A24 or A243 and follow signs for Central London and for Kennington and the Brit Insurance Oval.

### From the West

M3, M5, or A23 or A24 follow signs for Central London then Kennington or as directions for North.7

