

## AGENDA

### Audit and Risk Assurance Committee

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

**Date:** Wednesday 11 June 2025

**Time:** 2pm

**Venue:** Videoconference (Microsoft Teams)

Please contact the Committee Secretary by email to [secretariat@hcpc-uk.org](mailto:secretariat@hcpc-uk.org) if you are unable to attend or in the case of any enquiries.

	Lead	Format	Time
<b>Public meeting</b>			
<b>Meeting of the Committee members with internal auditors and National Audit Office</b>	Committee Chair	Verbal	2.00
<b>Public meeting</b>			
1. <b>Welcome and introduction</b>	Committee Chair	Verbal	2.15
2. <b>Apologies for absence</b>	Committee Secretary	Verbal	
3. <b>Approval of agenda</b> To approve the agenda, including agreement to any change to the order of business at the meeting	Committee Chair	Verbal	
4. <b>Declaration of members' interests in relation to agenda items</b> To disclose any personal interest in any matter under consideration at the meeting, whether or not declared previously	Committee Chair	Verbal	
5. <b>Minutes of the Audit and Risk Assurance Committee meeting held in public on 12 March 2025</b> To approve	Committee Secretary	Paper	
6. <b>Matters arising</b> To note the responses to the actions from the previous meeting(s) held in public	Committee Secretary	Paper	

	<b>Lead</b>	<b>Format</b>	<b>Time</b>
<b>Risk and assurance</b>			
7. <b>Strategic risk register</b> To discuss	Head of Assurance and Compliance	Paper	2.20
8. <b>Strategic risk deep dive: freedom to speak up (including Speak Up Guardians update)</b> To discuss	Speak Up Guardians	Presentation	2.30
9. <b>Feedback and complaints update</b> To note the update	Head of Assurance and Compliance	Verbal	2.40
10. <b>Annual Information Governance Report 2024-25</b> To discuss	Chief Information Security and Risk Officer	Paper	2.45
11. <b>Unified assurance annual summary 2024-25</b> To note	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	Paper	2.50
12. <b>Procurement policy</b> To recommend to the Council	Commercial Business Partnering Manager	Paper	2.55
<b>External audit and annual report and accounts</b>			
13. <b>External audit update</b> To discuss	NAO	Paper	3.05
14. <b>Annual report and accounts 2024-25 update</b> To discuss	Executive Director of Resources	Verbal	3.15
15. <b>Audit and Risk Assurance Committee annual report to the Council and the Accounting Officer 2024-25</b> To approve	Governance Manager	Paper	3.20
<b>Internal audit</b>			
16. <b>Internal audit recommendations tracker</b> To note	Improvement and Compliance Specialist	Paper	3.25

	<b>Lead</b>	<b>Format</b>	<b>Time</b>
17. <b>Internal audit progress report</b> To discuss	BDO LLP	Paper	3.30
18. <b>Internal audit report:</b> <ul style="list-style-type: none"> <li>Annual follow up of recommendations</li> </ul> To discuss	BDO LLP	Paper	3.35
19. <b>Internal audit annual report and opinion 2024-25</b> To note	BDO LLP	Paper	3.45
<b>Governance</b>			
20. <b>Committee forward plan</b> To note the plan	Committee Secretary	Paper	3.50
21. <b>Resolution to move the meeting to private session</b> To resolve that the remainder of the meeting will be held in private because the matters being discussed relate to: <ul style="list-style-type: none"> <li>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;</li> <li>the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services in the case of item 25; or</li> <li>action being taken to prevent or detect crime or to prosecute offenders in the case of items 26, 27 and 28.</li> </ul>	Committee Chair	Verbal	
<b>Break</b>			
<b>Private meeting</b>			
22. <b>Minutes of the Audit and Risk Assurance Committee meeting held in private on 12 March 2025</b> To approve	Committee Secretary	Paper	4.00
23. <b>Matters arising</b> To note the responses to the actions from the previous meeting(s) held in private	Committee Secretary	Paper	

	<b>Lead</b>	<b>Format</b>	<b>Time</b>
24. <b>Unified assurance report</b> To discuss	Head of Assurance and Compliance/ Chief Information Security and Risk Officer	Paper	4.05
25. <b>Internal auditor appointment</b> To approve	Head of Assurance and Compliance	Paper	4.10
26. <b>Cybersecurity at the HCPC</b> To discuss	Head of IT and Digital	Presentation	4.20
27. <b>BSI ISO 27001 Information Security Re-certification Report</b> To note	Chief Information Security and Risk Officer	Paper	4.35
28. <b>Risk of fraud at the HCPC</b> To discuss	Chief Information Security and Risk Officer	Paper	4.40
29. <b>Any other business</b> To be notified to and agreed by the Chair <ul style="list-style-type: none"> <li>• Actions from the Audit and Risk Assurance Committee workshop on 9 May 2025</li> </ul>	Committee Chair	Verbal	4.50
30. <b>Committee reflection</b> To offer views on the meeting, including what went well and what could be improved and how the HCPC's values have been reflected in discussions and decisions	Committee Chair	Verbal	4.55
31. <b>Close</b> Date and time of next meeting: 18 September 2025 at 2pm	Committee Chair		5.00