Health Professions Council Meeting– 11 December 2008

Health Professions Council annual report and accounts 2009

Executive summary and recommendations

Introduction

The Health Professions Council is required to submit an annual report to the Privy Council on the HPC's exercise of its functions. (Article 44(2) of the Health Professions Order 2001). The Privy Council is required to lay a copy of the report before each House of Parliament.

The exact content of the annual report is not specified in the Health Professions Order however the Privy Council, the NAO and Baker Tilly, HPC's external auditors have advised that the minimum requirements set out in the Government Financial Reporting Manual would be sufficient to meet the HPC's obligations under the Order.

As a result of feedback from registrants and stakeholders the number of hard copy reports produced is kept to a minimum.   Interested stakeholders can access the report on the HPC website.   As a natural progression of this it is proposed that the HPC move away from producing a professionally printed hard copy annual report and instead produce a word document. This will be published on the HPC website and which will meet HPC's minimum reporting requirements. It is also proposed that the Communications Department produce another document which will be aimed at a broad range of stakeholders (including registrants, Parliamentarians, employers and the public) and which will set out what HPC does in more accessible terms.

Decision

The Council is asked to agree the following;

(i)   that the annual report should be prepared as a word document which would meeting the minimum reporting requirements set out in the Government Financial Reporting Manual.

(ii)   that an additional document should be produced which would describe the activities of HPC in terms which would be more accessible to a broad range of stakeholders (including registrants, Parliamentarians, employers and the public).

Background information
See attached minimum requirements for an annual report under the Financial
Reporting Manual (FReM).

Resource implications
none

Financial implications
To be included in 2009/10 budget

Appendices
none

Date of paper
10 November 2008

Minimum requirements for an annual report under the Financial Reporting Manual (FReM) are as follows;

- a Management Commentary to disclose the matters in a directors' report (as set out in s.417 of the Companies Act 2006)

- A business review

- main trends and factors likely to affect future development, performance

- environmental matters

- information about persons with whom the HPC has contractual or other arrangements which are essential to the business of the HPC

- analysis using financial key performance indicators and, where appropriate, analysis using other key performance indicators,

- references to, and additional explanations of, amounts included in the annual accounts

- the principal risks and uncertainties

- A note that the accounts have been prepared under a direction issued by the Privy Council under the Health Professions Order 2001

- a brief history of the HPC and its statutory background; (FReM section 7.2.11 h)

- An indication of how pension liabilities are treated in the accounts and a reference to the statements of the relevant pension scheme.

- information on the disclosure of remuneration paid to the auditors for any non-audit work

- sickness absence data

- report of personal data related incidents

- remuneration report (this will relate to payments made to Council members)

- report should be signed and dated by the Accounting Officer

- **allowances paid to Council members**

- **benefits in kind paid to Council members**

- **statement of policy on remuneration of Council members for current and future financial years**

- **explanation of methods used to assess whether performance conditions were met and why those methods were chosen**

- **payments should be tabulated in bands of £5000 for Council members**

- **estimated value of non-cash benefits (benefits in kind);**

- **Amounts payable to third parties for services of a Council member.**