

**Finance and Resources Committee**

**Public minutes of the 70th meeting of the Finance and Resources Committee held as follows:-**

**Date:** Thursday 19 July 2012

**Time:** 10:30 am

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

**Present:** Richard Kennett (Chair)  
Jennifer Beaumont  
Frank Burdett  
Mary Clark-Glass  
Sheila Drayton  
Julia Drown  
Arun Midha

**In attendance:**

Colin Bendall, Secretary to the Committee  
Roy Dunn, Head of Business Process Improvement  
Guy Gaskins, Director of Information Technology  
Teresa Haskins, Director of Human Resources  
Jeff Lucas, Chair, Audit Committee (observer)  
Morag MacKellar, Council Member (observer)  
Tim Moore, Director of Finance  
Greg Ross-Sampson, Director of Operations  
Marc Seale, Chief Executive and Registrar  
Anna van der Gaag, Council Chair

### **Item 1.12/72 Apologies for absence**

- 1.1 The Chair welcomed Frank Burdett to his first meeting of the Committee and welcomed Morag MacKellar as an observer. The Chair reported that Penny Renwick had been appointed to the Committee by the Council on 5 July 2012. The Chair reported that Eileen Thornton had stepped down from the Committee with effect from 5 July 2012 and thanked her for her contribution to the Committee's work.
- 1.2 Apologies for absence were received from Malcolm Cross, Penny Renwick and Keith Ross.

### **Item 2.12/73 Approval of agenda**

- 2.1 The Committee approved the agenda.

### **Item 3.12/74 Declarations of members' interests**

- 3.1 Members had no interests to declare in connection with the items on the agenda.

### **Item 4.12/75 Minutes of the Finance and Resources Committee meeting of 19 June 2012 (report ref: FRC 54/12)**

- 4.1 It was agreed that the minutes of the 69th meeting of the Finance and Resources Committee should be confirmed as a true record and signed by the Chair.

### **Item 5.12/76 Matters arising (report ref: FRC 55/12)**

- 5.1 The Committee received a paper to note from the Executive.
- 5.2 The Committee noted the actions list as agreed at the last meeting.
- 5.3 The Committee noted that the annual report and accounts had been given a clear audit opinion and signed by the Comptroller and Auditor General on 10 July 2012. The annual report and accounts had been laid in Parliament on 16 July 2012.

### **Item 6.12/77 Finance report (report ref: FRC 56/12)**

- 6.1 The Committee received a report on the work of the Finance Department.
- 6.2 The Committee noted that the report included the management accounts for May 2012. The Committee noted that the report would be developed to include analysis of variances and the reasons for any permanent variances.

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- 6.3 The Committee noted that, as of 31 May 2012, there had been an operating deficit of approximately £99,000 and a total deficit of approximately £267,000, which was approximately £330,000 less than the budgeted deficit. The Committee noted that the Executive would review the phasing of the budget.
- 6.4 The Committee noted the following points:
- an overspend in the Communications Department of £30,000 was due to timing differences in expenditure, and not as described as an overspend on the employee awayday;
  - it was difficult to exactly forecast income from international scrutiny fees, although the Executive expected that the difference between actual and budgeted income from scrutiny fees would reduce by the time of the six-month reforecast; and
  - there had been an underspend in the Secretariat department of £18,000, due to an underspend on legal advice of £17,000 in relation to Freedom of Information requests.

**Item 7.12/78 Human Resources report (report ref: FRC 57/12)**

- 7.1 The Committee received a report on the work of the Human Resources Department.
- 7.2 The Committee noted that temporary agency workers had been engaged in a number of areas, in order to assist with extra work related to the transfer of regulatory functions from the General Social Care Council (GSCC) to the HPC and to provide cover until permanent employees could be appointed. The Committee noted that management structures were in place for the temporary workers.
- 7.3 The Committee noted that, following an initial round of unsuccessful interviews, recruitment was in progress for the post of Management Accountant and interviews were due to take place on 23-24 July 2012.
- 7.4 The Committee noted that the department was involved in the development of an organisational training and development plan for the next 12 months and work relating to the transfer of five employees from the GSCC to HPC and.

**Item 8.12/79 Partner Manager report (report ref: FRC 58/12)**

- 8.1 The Committee received a report on the work of the Partners team.
- 8.2 The Committee noted that the team had been involved in renewing Partner agreements and the self-assessment process for Panel

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Members. Following self-assessment, 45 out of 50 Panel Members had been reappointed.

- 8.3 The Committee noted that recruitment and training had been completed for Partner roles required from the transfer of regulatory functions from the GSCC to HPC. The Committee thanked the Partners team for their work on recruitment and training. The Committee noted that there had been excellent feedback from participants in the recruitment and training process.

**Item 9.12/80 Information Technology report (report ref: FRC 59/12)**

- 9.1 The Committee received a report on the work of the Information Technology Department.
- 9.2 The Committee noted that the front page of the HPC website had been revised and now incorporated the search function for the online Register.
- 9.3 The Committee noted that significant resources had been used in planning for and testing the transfer of various data sets from the GSCC to the HPC, in preparation for the transfer of regulatory functions. Significant amounts of fitness to practise data had been transferred and the process would continue. Data relating to education programmes had been transferred and data relating to the register would be transferred on 26 July 2012.
- 9.4 The Committee noted that the department had carried out work associated with the change of the organisation's name to the Health and Care Professions Council, including new website and e-mail addresses.
- 9.5 The Committee noted that the department would be implementing the Windows 7 operating system on all PCs. Approximately 8-10 employees in several departments would act as testers ('super users') before the system was installed on all computers.
- 9.6 The Committee noted that re-tendering for the Education systems and process review involved a larger number of companies and a longer period for tenders to be submitted. Companies had been given early notice of the intention to tender, so that preparation of tenders could be included within their business cycles.

**Item 10.12/81 Operations report (report ref: FRC 60/12)**

- 10.1 The Committee received a report on Operations, covering the Registration Department, project management, facilities management and business improvement.

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- 10.2 The Committee noted that, in May and June 2012, the Registration department had answered 94% of calls relating to UK registration and 95% of calls relating to international registration. The Committee noted that this compared with an answer rate of 85-90% recommended by the Institute of Customer Service.
- 10.3 The Committee noted that the Executive had analysed data from the GSCC to make predictions about the expected number of calls relating to the renewal of social workers in England. 15 temporary employees would be employed on an evening shift to carry out routine work, together with two team leaders carrying out validation checks and more complex tasks. In addition, there was flexibility within the department to move employees onto call handling during the day and the possibility of weekend working, if necessary.
- 10.4 The Committee noted that 230 new grandparenting applications had been received between 1 May and 30 June 2012 because the grandparenting period for practitioner psychologists had ended on 30 June. It was expected that the scrutiny fee would cover the HPC's costs in processing the applications, although the cost of any registration appeals would be borne by the HPC. The cost of appeals had been included in the budget for 2012-13.
- 10.5 The Committee noted that all projects were currently rated 'green' and there were a number of projects which were at the concept stage, involving a review of feasibility and the costs and resources required. The Committee noted that the Executive intended to carry out annual projects to review and improve the Fitness to Practise case management system; the NetRegulate registration system; and any new Education system (if it was developed).
- 10.6 The Committee noted that plans for refurbishment of 186 Kennington Park Road were at an early stage and subject to planning permission, decisions on the use of the building and available funds. The Committee noted that some office space in 186 Kennington Park Road was temporarily used by the Finance Department and the Facilities Manager. Data cabling had been installed by the HPC to enable the use of that space.
- 10.7 The Committee noted that the fitting-out of office space and office moves had been successfully completed over the weekend of 23-24 June. It was anticipated that the re-fit of units 1 and 3, 33 Stannary Street would be completed under budget and on schedule. The Committee commended the Facilities Management team for their achievement.

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**Item 11.12/82 Transfer of regulatory functions from General Social Care Council to HPC (report ref: FRC 61/12)**

- 11.1 The Committee received a paper for discussion/approval from the Executive.
- 11.2 The Committee received a verbal report on progress in the project to transfer regulatory functions from the GSCC to the HPC. The Committee noted the following points:
- work was continuing to update documents to take account of the change of the organisation's name; and
  - arrangements were in place to receive data on fitness to practise cases; the register; and education programmes from the GSCC.
- 11.3 The Committee noted that the Executive would prepare an overview of the project for consideration by the Committee.

**Item 12.12/83 Education Systems and Process Review major project (report ref: FRC 62/12)**

- 12.1 The Committee received a paper for information from the Executive.
- 12.2 The Committee noted that the project had been included in the Education Department workplan and the Projects workplan for 2012-13, which had been considered by the relevant committees in March 2012 and approved by the Council on 10 May 2012. In addition, the project had been discussed by the Education and Training Committee at its meeting on 12 June 2012.
- 12.3 The Committee noted that some members were unclear about the intended outcome of the project. The Committee noted that the project would review the Education systems and processes, in order to identify how they could be improved and made more efficient. The Committee agreed that it did not need to see detailed documents about the project, as project management was the responsibility of the Executive Management Team. The Committee noted that the Executive would report on progress.

**Item 13.12/84 Any other business**

- 13.1 There was no other business.

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### **Item 14.12/85 Date and time of next meeting**

14.1 The next meeting of the Committee would be held at 10.30 am on Tuesday 11 September 2012.

14.2 Subsequent meetings would be held at 10.30 am on

Tuesday 20 November 2012

Thursday 31 January 2013

Tuesday 5 March 2013 (Remuneration Committee only)

Tuesday 19 March 2013

Thursday 25 April 2013

Tuesday 18 June 2013

Thursday 18 July 2013

Tuesday 10 September 2013

Thursday 21 November 2013

### **Resolution**

The Committee agreed to adopt the following resolution:

'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;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) 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;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.'

### **Summary of those matters considered whilst the public were excluded**

### **Item 15.12/86 Minutes of the private part of the Finance and Resources Committee of 19 June 2012 (report ref: FRC 63/12)**

The Committee agreed that the minutes of the 69th meeting of the Finance and

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**Item 16.12/87 Matters arising (report ref: FRC 64/12)**

The Committee noted the actions as agreed at the last meeting.

**Item 17.12/88 Office accommodation (report ref: FRC 65/12)**

The Committee discussed a lease for additional office accommodation.

**Item 18.12/89 Transfer of regulatory functions from General Social Care Council to HPC (report ref: FRC 66/12)**

The Committee discussed issues related to the transfer of regulatory functions from the General Social Care Council to the HPC.

**Item 19.12/90 Any other business**

There was no other business.

**Chair**

**Date**

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