

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Marc Seale

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FINANCE AND RESOURCES COMMITTEE

MINUTES of the 22nd Meeting of the Finance and Resources Committee held at 11.00 a.m. on **Thursday 28th April 2005** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT:

Mr C Lea, Chairman
Professor N Brook
Mr R Clegg
Mr D Ross
Mr K Ross
Mrs B Stuart
Mr N Willis
Dr S Yule

IN ATTENDANCE:

Mr M Seale (Chief Executive and Registrar)
Mr P Baker (Finance Director and Committee Secretary)
Mr R Ballard (Management Accountant)
Mr R Dunn (Director of Information)
Miss L Foster (Human Resources Manager)
Mrs E McKell (Partner Manager)

FIN046/05 APOLOGIES FOR ABSENCE

46.1 Apologies had been received from Mr M Barham, Professor J Harper, Mr W Munro and Mrs J Stark.

FIN047/05 APPROVAL OF AGENDA

47.1 The Draft Agenda was adopted as the Agenda for the Meeting. It had previously been agreed that this part of the agenda would be held after the meeting held in private.

FIN048/05 APPROVAL OF MINUTES OF THE MEETING HELD ON 23RD MARCH 2005

48.1 The minutes of the 21st meeting of the Health Professions Council Finance and Resources Committee were confirmed as a true record and signed by the Chairman.

FIN049/05 MATTERS ARISING

49.1 The Secretary reported on matters arising as follows:

31/05 Attendance Allowances for Cancelled Fitness to Practise Cases

Council is due to ratify this (scale of rates) at its meeting on 12th May 2005

32/05 VAT on Attendance Allowances

Council is due to ratify this (no change to allowances being VAT-inclusive) at its meeting on 12th May 2005

It was noted that a number of Council Members might not accept this decision. It was AGREED that a legal opinion should be sought, although there would be a cost to the organisation. Committee members were asked to provide details of their original appointment letters if they were available.

ACTION: MARC SEALE, PAUL BAKER AND COMMITTEE MEMBERS

33/05 Report on Audit Committee held on 23rd

Council is due to ratify this (Audit Committee to report directly to Council) at its meeting on 12th May 2005

49.2 There were no other matters arising.

FIN050/05 FINANCE AND OFFICE SERVICES REPORT

50.1 Paul Baker, the Finance Director, presented his report.

50.2 Since the last meeting the department had mainly been working on the production of the year end accounts, the renewals project, the implementation of the pay review at 1st April and the automation of a Suppliers Database and authorisation system for new suppliers.

50.3 £3.2 million was currently on deposit on special interest reserve, the money market or by bond, earning rates up to 4.695%.

50.4 Few meetings had taken place but there had been two with a potential property services company which could provide 2-hour callout for minor building matters.

50.5 Under Office Services, preparation was currently taking place for creating an office on the mezzanine, new windows for the Stannary Street offices and minor "housekeeping" matters schedule for late April and early May..

50.6 The Committee NOTED the paper and the supporting schedules.

FIN051/05 INFORMATION AND IT DEPARTMENT REPORT

51.1 Roy Dunn presented the report of the Information and IT Department.

51.2 He indicated that Adam Mawson had been seconded to the department from the UK Registration department to assist with the Renewals Project for three months.

51.3 He updated the committee with regard to current projects, viz 3R's – Renewals, Resourcing and Re-engineering, the Intelligent Character Recognition (ICR) project, Fitness to Practise, an Education and Policy system, Authentication of Users, Document Control and Freedom of Information, the HR system, the Customer Service system, the IT helpdesk and Business Continuity). An Office Services helpdesk would also be developed from the existing IT helpdesk.

51.4 A meeting with the Applied Psychologists membership department is being arranged shortly to plan the taking on of this profession onto the Register.

51.5 The organisation's ISO 9001:2000 registration was maintained following a BSI (British Standards Institute) audit in early April.

51.6 The Committee NOTED the report and the supporting IT infrastructure graph.

FIN052/05 HUMAN RESOURCES DEPARTMENT REPORT

52.1 Larissa Foster, Human Resources Manager, and Liz McKell, Partner Manager, jointly presented the departmental report which covered employee resourcing, flexible working and the creation of a new proforma job description and exit process. Letters had been sent to all partners informing them of the over recruitment situation and there are follow-up discussions taking place as necessary. Fitness to Practise Panel Chairmen were being recruited, as were certain visitors (Operating Department Practitioners, Arts Therapists, Paramedics and Biomedical Scientists).

52.2 The Committee NOTED the report and supporting statistics.

FIN053/05 COMMITTEE REPORT FOR ANNUAL REPORT

53.1 The Secretary presented the draft of the Finance and Resources Committee Report which had been approved by the Committee Chairman to go forward into the HPC's Annual Report.

53.2 With minor changes, the Committee AGREED the report.

FIN054/05 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 23RD MARCH 2005

- 54.1 The Chairman of the Audit Committee, Sandy Yule, presented the minutes of the meeting, which re-iterated the verbal report that he had given to the previous meeting. It was noted that the report included as appendices the Audit Committee Self Assessment Report, which would likely lead to the Audit Committee reporting directly to Council in future, and the Human Resources Internal Audit Report, upon which the Human Resources Department was currently acting prior to a further audit in the autumn.
- 54.2 The Committee APPROVED the Minutes.

FIN055/05 INVESTMENT REPORT TO 31ST MARCH 2005

- 55.1 The Secretary presented the quarterly report which had been received from James Minett of Carr, Sheppards Crosthwaite.
- 55.2 The portfolio had appreciated in value by 2.4% for the quarter and by 15.8% for the rolling twelve month period. The rate of increase in value had slightly slowed before the year end.
- 55.3 The Committee NOTED the report.

FIN056/05 ANY OTHER BUSINESS

- 56.1 The Chief Executive brought up one item of Any Other Business.
- Rates paid to Registration Appeal Assessors**
- 56.2 Normally a rate of £65 per case was paid to Registration Assessors for each assessment they undertook. There were currently many appeal meetings involving tests of competence. Assessors were attending the office with regard to these and continuing to claim £65 per case.
- 56.3 The Committee AGREED that such attendance would involve a daily attendance of £130 rather than a claim per case.

SUBJECT TO COUNCIL RATIFICATION

FIN057/05 DATE AND TIME OF NEXT MEETINGS

- 57.1 The next meeting was confirmed as Thursday 23rd June 2005 at 11 a.m. (or shortly thereafter) in Park House, following the conclusion of the Audit Committee.

57.2

Subsequent meetings will be held as follows:

Friday 29th July 2005

Tuesday 20th September 2005

Monday 21st November 2005 – preceded by the Audit Committee

Wednesday 8th February 2006

Wednesday 22nd March 2006 – preceded by the Remuneration and Audit Committees

Thursday 27th April 2006

Thursday 22nd June 2006 – preceded by the Audit Committee

(The Audit Committee Meetings are subject to change following the adoption of the change of responsibilities and reporting structure for the committee.)

Signed (Chairman)

Date