

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

Park House
 184 Kennington Park Road
 London SE11 4BU
 Telephone: +44 (0)20 7840 9710
 Fax: +44 (0)20 7840 9807
 e-mail: colin.bendall@hpc-uk.org

MINUTES of the twenty-eighth meeting of the Finance and Resources Committee held on **Wednesday 22 March 2006** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT: Mr R Clegg (Chairman)
 Mr J Camp
 Mrs M Clark-Glass
 Mr M C Davies
 Mrs S Drayton
 Dr R Jones (part)
 Mr D Ross
 Mr K Ross
 Ms J Sheridan
 Mrs B Stuart

IN ATTENDANCE:

Mr R Ballard, Management Accountant
 Mr C Bendall, Secretary to the Committee
 Mr R Dunn, Director of Corporate Services
 Ms L Foster, Human Resources Manager
 Mr R Kennett, Accountant Member - Audit Committee
 Mr S Leicester, Finance Manager
 Ms L McKell, Partner Manager
 Mr G Ross-Sampson, Director of Operations
 Mr M Seale, Chief Executive and Registrar

Item 1.06/27 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Professor N Brook and Mr W Munro.

Item 2.06/28 APPROVAL OF AGENDA

- 2.1 The Committee approved the agenda, subject to the inclusion of an additional item for discussion/approval which had been submitted as a private paper:-

(i) Proposed Information Technology Development Expenditure in 2006-7.

Item 3.06/29 MINUTES OF THE FINANCE AND RESOURCES COMMITTEE MEETING HELD ON 8 FEBRUARY 2006

- 3.1 It was agreed that the minutes of the twenty-seventh meeting of the Finance and Resources Committee should be confirmed as a true record and signed by the Chairman.

Item 4.06/30 MATTERS ARISING

- 4.1 The Committee received a paper to note from the Executive.
- 4.2 The Committee noted the actions list as agreed at the last meeting.

Item 5.06/31 FINANCE REPORT

- 5.1 The Committee received a report on the work of the Finance Department.
- 5.2 The Committee noted that the Department would shortly begin work on compiling the 2005-6 accounts. Other projects included implementation of various employment tax changes; resolution of VAT issues relating to 22-26 Stannary Street; avoiding a significant backlog of registrant payment rejections, balance adjustments and mid-cycle lapses; action on insurance issues and updating the financial procedures manual.
- 5.3 The Committee noted that the Chief Executive and the Finance Manager had met with the Pension Wind-Up Manager/Professional Trustee of the Council for Professions Supplementary to Medicine pension fund. The aim of the meeting was to ascertain the timing of winding up the scheme, to decide the steps involved and obtain an indication of residual funds which the HPC could expect to receive. The Committee noted the process involved and noted that it was expected that the process would be completed in late 2006. The Committee noted that it was expected that residual funds returned to the HPC would total less than £100,000.
- 5.4 The Committee noted that the Finance Manager was now responsible for Office Services. The Committee noted that a temporary Office Services Manager had been appointed and had begun a review of the HPC's archiving policy. The Committee noted that work was also underway to re-tender the cleaning contract.

Item 6.06/32 HUMAN RESOURCES DEPARTMENT REPORT

- 6.1 The Committee received a report on the work of the Human Resources Department.

- 6.2 The Committee noted that recruitment had been particularly busy over the last two months, mainly due to the advertisement of several new positions in the Education Department and Fitness to Practise Department. The new positions were required due to the Approvals and Monitoring process becoming a key priority in March/April and the increasing number of Fitness to Practise cases.
- 6.3 The Committee noted that positions which had recently been filled included two Education Administrators (Annual Monitoring), a Purchase Ledger Officer, Hearings Officer, Case Manager, Stakeholder Manager, Human Resources Officer and a permanent Partner Administrator.
- 6.4 The Committee noted that the Director of Communications position had been advertised in the trade and national press and there had been a substantial number of requests for application packs and hits on the recruitment section of the HPC website.
- 6.5 The Committee noted that all managers had attended training on employment law and performance management issues.
- 6.6 The Committee noted that the HPC operated a voluntary exit interview process for employees leaving the organisation and that over 90% of those leaving had participated.

Item 7.06/33 PARTNER MANAGER REPORT

- 7.1 The Committee received a report on the work of the Partner Manager.
- 7.2 The Committee noted that three individuals had successfully applied to be Prosthetist and Orthotist Panel Members and that, once references had been approved by the interview panel, the Council would be asked to electronically ratify the appointments.
- 7.3 The Committee noted that the Partner Performance Appraisal system had been approved by the Council on 1 March 2006 and appraisal for all Partner roles would commence on 10 April.
- 7.4 The Committee noted that meetings were on-going with the Education, International Registration and Fitness to Practise Departments to determine the re-appointment process for Partners. The Committee noted that the proposed re-appointment process would be presented to the Council for approval and all Partners would be informed of the process.
- 7.5 The Committee noted that other projects included implementation of the Partner Complaints Procedure, updating of contracts and a review of the Partner expense policy and claim form.

Item 8.06/34 CORPORATE SERVICES REPORT

- 8.1 The Committee received a report on the work of the Corporate Services Department, covering Information Technology (IT) and Information Services.
- 8.2 The Committee noted that current projects included consolidation of the HPC servers, evaluation of possible upgrades to the HPC's anti-virus product, resolution of testing issues relating to the new BACS system and development of the Fitness to Practise tracking system.
- 8.3 The Committee noted that a test of the LISA (registration system) disaster recovery plan on 10 February had been successful.

Item 9.06/35 INTERNATIONAL SCRUTINY FEES

- 9.1 The Committee received a paper for discussion/approval from the Executive.
- 9.2 The Committee noted that it had considered a paper on a proposed increase in the International Scrutiny fee at the meeting on 8 February. The Committee noted that it had agreed that the increase should take full account of all direct and indirect costs and forecast inflation and that the Finance Manager should seek information on the method used by other regulators to determine their fees.
- 9.3 The Committee noted that, at the Council meeting on 1 March, it had been agreed that the HPC should waive the scrutiny fee for applicants with refugee status or those with leave to remain in the United Kingdom.
- 9.4 The Committee agreed that the International Scrutiny fee should be raised from £200 to £350 per application, with effect from 1 January 2007.

Action: SL (Ongoing to January 2007)

Item 10.06/36 DRAFT OPERATIONS STRATEGY

- 10.1 The Committee received a paper for discussion/approval from the Executive.
- 10.2 The Director of Operations made a presentation on the Registration function, covering the current situation, changes ahead, areas to be developed, the outcomes and benefits and the timetable.
- 10.3 The Committee noted that areas to be developed included: more self-service functions (on-line applications, renewals and change of contact

details); developments of the LISA registration system; opening more service channels to enhance access; enhancing the management and team structure with an industry-wide experienced manager at the head of the department; and developing a cell/team-based structure which would provide greater responsiveness to demand and improve service quality and capacity, whilst registration officer numbers would remain unchanged.

- 10.4 The Committee noted that the 2006-7 budget included provision for the proposed developments and that the project would impact on the Human Resources, Corporate Services and Communications Departments.
- 10.5 The Committee noted that the HPC hoped to develop a registration service which followed best practice and which was an example to the regulatory sector and the wider customer service industry.
- 10.6 The Committee noted that NHS workforce planning indicated that there might be a reduction in the number of programmes for allied health professions. Dr Jones agreed to provide further information on this issue to the Director of Operations.

Action: Dr Jones (by 27 April 2006)/GR-S

- 10.7 The Committee agreed the draft operations strategy as set out in the paper.

Action: GR-S (Ongoing to 2008)

Item 11.06/37 PROPOSED INFORMATION TECHNOLOGY DEVELOPMENT EXPENDITURE IN 2006-7

- 11.1 The Committee received a paper for discussion/approval from the Executive.
- 11.2 The Committee noted that the IT Department proposed a number of projects to assist the Registration and Finance Departments in managing registration and related data. The Committee noted that a detailed business case would be presented to it before each development commenced.
- 11.3 The Committee noted that the proposed projects included tracking the CPD process; capturing data on ethnicity and diversity; generating generic letters in bulk; a Registration Fee Calculator; tracking the registration status of employees of NHS Trusts; improving the on-line register; a system to deal with intermediate lapsing of registration; addition of UK home nations details to registration records; logging Supplementary Prescribing programmes on the registration system; flagging mail to registrants which was returned to the HPC;

implementing requirements from the Bichard Review; and acquiring a replacement accounts package.

- 11.4 The Committee agreed that the projects listed in the paper should be developed over the 2006-7 financial year.

Action: RD (Ongoing to March 2007)

Item 12.06/38 HPC INFORMATION TECHNOLOGY OVERVIEW 2006-2011

- 12.1 The Committee received a paper to note from the Executive.
- 12.2 The Committee noted that the IT Department updated the rolling five year IT strategy on an annual basis. The Committee noted that strategic decisions by the Council and Committees were used to determine the IT strategy, which in turn was used to develop the IT portfolio and which fed back into strategic decisions.
- 12.3 The Committee noted that the HPC used an external company to secure the HPC's website and that the security of the HPC network was regularly tested.
- 12.4 The Committee noted that the Department was also involved in developing records and knowledge management and specific business applications including the registration system, Fitness to Practise, Approvals and Annual Monitoring, and Freedom of Information and Data Protection Act subject access requests.

Item 13.06/39 COMMITTEE MEMBERSHIP

- 13.1 The Committee received a paper to note from the Executive.
- 13.2 The Committee noted that four Council Members had expressed interest in the vacancy on the Committee and their supporting statements had been referred to the President for consideration. The Committee noted that the President had recommended that Mrs Sheila Drayton should be appointed and this recommendation had been electronically ratified by the Council.

Item 14.06/40 ATTENDANCE OF ACCOUNTANT MEMBERS AT COMMITTEE MEETINGS

- 14.1 The Committee received a paper to note from the Executive.
- 14.2 The Committee noted that at its meeting on 8 February it had agreed that, subject to confirmation that there was nothing in the Standing Orders of each Committee to prevent it, the Accountant Member of the Audit Committee should observe their counterpart's Finance and Resources Committee meetings. The aim of the proposed arrangement

was to ensure that there was no overlap or conflict between the Committees which decisions were taken.

- 14.3 The Committee noted that the proposed arrangement was permissible under the Standing Orders of both Committees.
- 14.4 The Committee noted that the Audit Committee had agreed that the Accountant Member of the Finance and Resources Committee should be invited to observe all meetings of the Audit Committee.

Item 15.06/41 MANAGEMENT ACCOUNTS FOR YEAR TO JANUARY 2006

- 15.1 The Committee received a paper for information from the Executive.
- 15.2 The Committee noted that, after ten months of the financial year, the HPC had budgeted an operating deficit of approximately £14,000. The actual result for the year to date was a surplus of approximately £1.123m, a favourable variance of £1.137m. Actual income including investment income totalled £9.697m with costs at £8.221m, giving an overall surplus of £1.475m.
- 15.3 The Committee noted that it was expected that the year end surplus would be approximately £975,000.
- 15.4 The Committee noted that the income from Grandparenting fees for Chiropractors and Clinical Scientists was significantly higher than budgeted.
- 15.5 The Committee noted that most departments' expenditure was below budget.

Item 16.06/42 ANY OTHER BUSINESS

- 16.1 There was no other business.

Item 17.06/43 DATE AND TIME OF NEXT MEETING

- 17.1 The next meeting of the Committee would be held at 10.30 a.m. on Thursday 27 April 2006.
- 17.2 Subsequent meetings would be held at 10.30 a.m. on:-
- Thursday 22 June 2006
- Friday 28 July 2006
- Monday 18 September 2006
- Monday 20 November 2006

Wednesday 7 February 2007

Wednesday 21 March 2007

Thursday 26 April 2007

Thursday 21 June 2007

CHAIRMAN

DATE