

Finance and Resources Committee 19 June 2008

Major projects completed in financial year 2007/8

Executive summary and recommendations

### Introduction

This paper is to summarise to the committee the major projects that were completed during the financial year 2007/8.

### Decision

The Council/Committee is requested to note the document. No decision is required.

### Background information

During the financial year 2007/8 significant change throughout HPC has been achieved through the completion of eleven major projects and the progression on the CPD project.

Please find below a list of the projects that have been undertaken and a summary of the benefits that they have brought to the organisation.

The project teams have been made up of members of every department and it is only through the effort of these teams, that the projects have been a success.

	Project name	Summary	Benefits
1.	Registration fee 2007	<p>Project to update the fee structure</p> <ul style="list-style-type: none"> <li>▪ Activity-based costing exercise</li> <li>▪ Three month public consultation to all registrants</li> <li>▪ Change in HPC rules, including liaison with Department of Health and Privy Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to charge appropriate admission and renewal fees to fund HPC activities</li> </ul>
2.	Temporary registration	<p>Project to enable European member state registrants to work as a health professional on a temporary or occasional basis within the UK</p> <ul style="list-style-type: none"> <li>▪ Definition of process</li> <li>▪ Design of application form and guidance</li> <li>▪ Design of online register</li> <li>▪ Design of registration recording</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adherence to the EU Professional Qualifications Directive</li> </ul>
3.	Intermediate	<p>Project to automate the notification</p>	<ul style="list-style-type: none"> <li>▪ Improved turnaround times</li> </ul>

	<b>Project name</b>	<b>Summary</b>	<b>Benefits</b>
	Lapsing	<p>of registrants when a payment fails</p> <ul style="list-style-type: none"> <li>▪ Design, build and testing of functionality within NetRegulate</li> </ul>	<p>in communication with registrants</p> <ul style="list-style-type: none"> <li>▪ Improved reporting of accounting income</li> <li>▪ Improved cashflow</li> <li>▪ Improved accuracy of the Register</li> <li>▪ Workload efficiencies within the Finance department</li> </ul>
4.	Equality and Diversity Project Phase 1	<p>Project to create an Equality and Diversity scheme</p> <ul style="list-style-type: none"> <li>▪ Research into HPC's equality and diversity obligations</li> <li>▪ Review of all processes – internal and external – from an equality and diversity perspective</li> <li>▪ Writing of an equality and diversity scheme</li> <li>▪ Launch of demographic data collection from complainants who are members of the public, registrants who have been subject to Fitness to Practise proceedings, partners and employees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Publication of an equality and diversity scheme</li> <li>▪ Improvements of current processes from an equality and diversity perspective</li> <li>▪ Improved understanding of the demographic make up of complainants who are members of the public, registrants who have been subject to Fitness to Practise proceedings, partners and employees</li> </ul>
5.	Trust employee tracking system	<p>Project to allow employers of large numbers of health professionals to verify the registration status of multiple registrants</p> <ul style="list-style-type: none"> <li>▪ Design, build and testing of functionality of the online system</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved provision of service to Trusts or large employers</li> </ul>
6.	Finance system upgrade – Phase 1	<p>Project to upgrade the HPC finance system from SAGE 100 to SAGE 200</p> <ul style="list-style-type: none"> <li>▪ Definition of upgrade requirements</li> <li>▪ Installation of new system</li> <li>▪ Accurate transferral of financial data</li> <li>▪ Testing of data transferral accuracy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved functionality of the finance system</li> <li>▪ Increased capacity for future expansion</li> </ul>
7.	Application server upgrade	<p>Project to upgrade the hardware and software that support the registration system (Net Regulate)</p>	<ul style="list-style-type: none"> <li>▪ Improved performance of registration system</li> <li>▪ Improved functionality of</li> </ul>

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2008-06-09	b	OPS	PPR	Projects completed in FY 07-08	Draft DD: None	Public RD: None

	Project name	Summary	Benefits
		<ul style="list-style-type: none"> <li>▪ Definition of hardware and software requirements</li> <li>▪ Installation of new hardware and software</li> <li>▪ Installation of upgraded version of the registration system</li> <li>▪ Testing of functionality of upgraded registration system and integration with all other systems within HPC</li> </ul>	supporting hardware and software
8.	Fitness to Practise database	<p>Project to improve the database upon which the Fitness to Practise cases are managed</p> <ul style="list-style-type: none"> <li>▪ Design, build and testing of system improvements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved system functionality</li> <li>▪ Improved reporting functionality</li> </ul>
9.	Updating of Admissions forms	Project to update and improve the admission forms and guidance	<ul style="list-style-type: none"> <li>▪ More intuitive forms</li> <li>▪ Improved data capture</li> <li>▪ Improved guidance</li> </ul>
10.	Online authentication and contact management	<p>Project to allow users to update their personal details online</p> <ul style="list-style-type: none"> <li>▪ Design, build and testing of functionality of the online system</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved customer service</li> <li>▪ Initiation of online services for registrants</li> </ul>
11.	Change of NetRegulate access rights	<p>Project to improve controls within the registration system</p> <ul style="list-style-type: none"> <li>▪ Design, build and testing of system improvements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved control throughout the organisation, with a particular focus on financial functions</li> </ul>
12.	Continuing Professional Development	<p>Project to implement auditing process of registrants' continuing professional development</p> <ul style="list-style-type: none"> <li>▪ Definition of processes</li> <li>▪ Design of audit forms</li> <li>▪ Design of required registration system enhancements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organisation is prepared for the audit process to commence in June 2008</li> </ul>

### Resource implications

None

### Financial implications

None

### Appendices

None

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**Date of paper**

6 June 2008

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