

## Finance and Resources Committee 19 June 2008

### Annual review of actions taken in 2007-8: Public meetings

#### Executive summary and recommendations

#### Introduction

An annual review of the actions arising from meetings in 2007-8 is attached.

#### **Decision**

The Committee is asked to note the actions that have been taken.

#### **Background information**

Please refer to individual papers and minutes for the background to decisions. Minutes and papers for previous public meetings are available on the HPC website at:

[http://www.hpc-uk.org/aboutus/committees/financeandresources\\_archive/](http://www.hpc-uk.org/aboutus/committees/financeandresources_archive/)

The Committee Chairmen's liaison group previously agreed that each committee should review actions on an annual basis. The review takes place at the last committee meeting in each cycle of the Council.

#### **Resource implications**

None.

#### **Financial implications**

None.

#### **Appendices**

List of actions arising from meetings in 2007-8.

#### **Date of paper**

2 May 2008.

## Action points

### Finance and Resources Committee: Public meetings

2007-2008

	<b>Action point (and location in the minutes)</b>	<b>For the attention of</b>	<b>Action by</b>	<b>Comments</b>
1	Five Year Plan to be updated.  (21 June 2007, 4.3)	SL	20 November 2007	Actioned. See further paper on agenda for 20 November 2007 and action point 19.
2	Subject to the amendments agreed, draft annual report and accounts to be approved and finalised.  (21 June 2007, 10.4)	PR	6 July 2007	Actioned. Draft annual report approved by Audit Committee on 26 June 2007 and by Council on 6 July 2007. In December 2007, HM Treasury approved a payment made to a former employee and the accounts were authorised by the Comptroller and Auditor General.  The Stationery Office raised issues about the format of the annual report which had to be resolved before the report was laid in Parliament. These issues were resolved and the annual report was laid in Parliament in March 2008.
3	Authorisation levels for invoices and purchase orders to be increased as	SL	26 July 2007	Actioned.

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	<p>follows:</p> <ul style="list-style-type: none"> <li>- those employees who could previously authorise sums up to £500 should be able to authorise claims up to £1,000;</li> <li>- those employees who could previously authorise sums up to £5,000 should be able to authorise claims up to £8,000.</li> </ul> <p>(21 June 2007, 11.4)</p>			
4	<p>Authorisation levels for invoices and purchase orders: Number of signatories in the Finance Department should be increased from one to two (i.e. the Management Accountant should have a signatory limit of £1,000).</p> <p>(21 June 2007, 11.5)</p>	SL	26 July 2007	Actioned.
5	<p>Draft financial regulations: Executive to review regulations and bring a paper to a future meeting.</p> <p>(21 June 2007, 12.4)</p>	SL	26 July 2007	Actioned. See action point 12.
6	<p>Committee self evaluation: Members to complete the form individually and analysis of responses should be considered at the next meeting.</p> <p>(21 June 2007, 13.3)</p>	All members/ CB	26 July 2007	Actioned. See further paper on agenda for 26 July 2007.
7	<p>Health and safety policy for employees: Policy approved and employee safety group to be introduced.</p> <p>(26 July 2007, 10.4)</p>	LF / SH	Ongoing	
8	<p>Selection and appointment policy for partners: Subject to amendment on inclusion of Office for Commissioner for Public Appointments on appointment panel, policy to be implemented with immediate effect.</p> <p>(26 July 2007, 11.7)</p>	YH	26 July 2007	Actioned
9	<p>Executive to prepare paper for next meeting explaining how five year plan related to Council's strategic intent document.</p> <p>(26 July 2007, 12.4)</p>	SL	18 September 2007	Actioned. See paper considered on 18 September 2007.

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10	Executive to prepare paper for next meeting setting out timetable of business for its meetings during the year. (26 July 2007, 12.5)	CB	18 September 2007	Actioned. See paper to note on agenda for 18 September 2007.
11	Committee's views on self-evaluation form and process to be fed back to Council Awayday. (26 July 2007, 12.6)	CB	18 September 2007	Actioned. The Secretary to Council was notified of the Committee's views (as set out in the minutes of the meeting held on 26 July 2007).
12	Financial regulations: Revised version to be considered by Council. (20 September 2007, 10.4)	SL	13 December 2007	Actioned. Regulations approved by Audit Committee on 25 September 2007 and by Council on 13 December 2007.
13	Tender policy and process: Amended document to be implemented. (20 September 2007, 11.3)	SL	20 November 2007	Actioned.
14	Partner code of conduct: To be amended to include guidance on, and examples of, conflicts of interest. Code of conduct to be introduced. (20 September 2007, 12.3, 12.6)	SM and YH	20 November 2007	Actioned.
15	Partner reference policy: Section 2.1 to be amended and policy introduced. (20 September 2007, 12.4, 12.6)	YH	20 November 2007	Actioned.
16	Partner complaints: Section 5.1 to be amended and policy introduced. (20 September 2007, 12.5, 12.6)	YH	20 November 2007	Actioned.
17	President's fees: Recommended to Council that arrangement for President's fees should continue. (20 September 2007, 13.4)	NO'S	3 October 2007	Actioned. Recommendation approved by Council on 3 October 2007.
18	Proposed fee rises in 2009 and 2011 approved (subject to consultation process). (20 November 2007, 13.6)	SL	4 December 2007	Proposed fee rises approved by Education and Training Committee on 4 December 2007 and by Council on 13

				December 2007. See action point 36 below.
19	Five year plan 2008-2013: (1) assumption about representation in Scotland should be amended to indicate that Executive would explore options for appropriate representation in each of home countries; and (2) Executive should incorporate the change to assumptions and present revised plan to next meeting of Council on 13 December 2007. (20 November 2007, 14.3)	CM	13 December 2007	Actioned. Approved by Council on 13 December 2007.
20	Reserves policy to continue as drafted. (20 November 2007, 15.3)	SL	Ongoing	Actioned.
21	Investments policy: Executive to prepare paper for next meeting, giving details of current investments held by HPC and how ethical restrictions in investments policy might be revised. (20 November 2007, 16.3)	SL	6 February 2008	Actioned. See paper on agenda for 6 February 2008 (action point 28).
22	Investments policy: Subject to further consideration of policy on 6 February 2008, policy should continue for time being. (20 November 2007, 16.4)	SL	6 February 2008	Actioned. See action point 28.
23	Bank mandate: Revised mandate agreed, subject to an amendment that references to 'Natwest accounts' should be altered to 'HPC accounts'. (20 November 2007, 17.3)	SL	6 February 2008	Actioned.
24	Continuing Professional Development assessment fee: Agreed introduction of new assessor fee for CPD assessment of £20 per assessment completed. (20 November 2007, 18.3)	RH	Ongoing	Actioned. Previously approved by Education and Training Committee on 27 September 2007.
25	Revised employee handbook: Committee approved reviewed handbook, subject to amendments (20 November 2007, 19.8)	LF	6 February 2008	Actioned. New employee handbook introduced.

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26	Human Resources reports: Future reports to express total number of sick leave days as a percentage of total working days and give an annual percentage for turnover of employees. (6 February 2008, 7.5)	LF	Ongoing	Actioned. See Human Resources reports for meeting on 19 March 2008 and subsequent meetings.
27	Fees consultation document: Subject to amendment of the foreword and the Executive's review of the consultation questions, the Committee agreed the document and recommended approval by the Council.  (6 February 2008, 11.6)	MG	Ongoing to 27 March 2008	Actioned. Consultation document approved by Education and Training Committee on 26 March 2008 and Council on 27 March 2008.  Consultation runs from 14 April 2008 to 14 July 2008.
28	Investments policy: (1) policy to be changed so that list of managed fund investment restrictions should be extended to include direct investment in alcohol production and gambling; (2) once a comprehensive social responsibility policy had been developed, restrictions on investments would be further reviewed. (6 February 2008, 12.7)	SL	Point 1 by 19 March 2008;  Point 2 ongoing to November 2008	Point 1: Actioned
29	Partner reappointments: 548 partner agreements which were due to expire in July 2008 should be extended for a further period of two years, i.e. until July 2010. (6 February 2008, 13.3)	YH	Ongoing to July 2008	Actioned. Progress reports on the reappointments process were given in the Partner Manager reports at each meeting of the Committee.
30	Invoice/Purchase order signatories update: Agreed to add certain signatories to the list. (6 February 2008, 14.3)	CM	14 April 2008	Actioned.
31	Nine month reforecast: The Committee agreed that the line for 'other professional fees' in the paper needed	CM	19 March 2008	The paper was discussed at the Committee on 6

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	to be defined more clearly. (6 February 2008, 16.4)			February 2008 and clarification provided at the meeting.
32	Financial procedures manual to be updated and presented as a paper to the Committee. (6 February 2008, 17.2)	SL	17 November 2008	The manual will be updated once the upgrade of the financial system has been completed and processes have been changed.
33	Partner manager report: Partner Manager to check statistics on the number of partners who are awaiting training. (19 March 2008, 8.4)	YH	24 April 2008	Actioned. See Partner Manager report for meeting on 24 April 2008. The statistics have now been amended.
34	Budget: Future budget papers to include management commentary on significant variances in the budget. (19 March 2008, 11.4)	CM	February 2009	
35	Budget: Subject to amending the assumption on attendees at Council and committee meetings, revised budget to be presented to Council on 27 March 2008. (19 March 2008, 11.6)	CM	27 March 2008	Actioned. Budget approved by Council on 27 March 2008.
36	Fee rise 2009: Subject to outcome of consultation process, proposed rise should take effect from April 2009. (19 March 2008, 12.3)	SL	Ongoing to April 2009	The consultation period began on 14 April 2008 and is due to end on 14 July 2008. This decision is subject to the outcome of the consultation process and any decisions made on revised fees.
37	Finance and Facilities Management workplan: Committee approved the workplan. (19 March 2008, 13.3)	SL	Ongoing to March 2009	
38	Human Resources strategy and workplan: Committee agreed priorities, projects and principles and agreed to keep the document under review. (19 March 2008, 14.7)	LF	Ongoing to March 2009	

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39	Information Technology workplan: Committee agreed the workplan. (19 March 2008, 15.5)	GG	Ongoing to March 2009	
40	Registrations workplan: Committee agreed the workplan. (19 March 2008, 16.3)	RH	Ongoing to March 2009	
41	Projects workplan: Committee agreed the workplan, including list of projects for 2008-9. (19 March 2008, 17.3)	CP	Ongoing to March 2009	
42	Approvals and Monitoring Department workplan: Committee agreed the workplan. (19 March 2008, 18.3)	AC	Ongoing to March 2009	
43	President's fees: Recommended to Council that (1) President should receive a maximum 60 days allowance for 'non-meeting' days for financial year 2008-9; (2) President should receive a maximum 60 days allowance for 'non-meeting' days for financial year 2007-8; (3) a paper on the review of Council members' fees and allowances for restructured Council to be considered by Committee on 18 September 2008. (19 March 2008, 19.6)	MJS	29 May 2008	Actioned. Approved by Council on 29 May 2008.
44	Criminal records checks for employees recruited for the Fitness to Practise department: Committee to receive a copy of legal advice obtained by the Executive. (24 April 2008, 7.4)	LF	19 June 2008	See paper on agenda for 19 June 2008.
45	Invoice/Purchase order signatories update and bank mandate update: Committee agreed that: (1) Mr Clegg should be added as a signatory for purchase orders and invoices over £25,000; (2) Mr Clegg should be added to list B on the bank mandate, to sign cheques over £25,000. (24 April 2008, 11.3)	SL	19 June 2008	Actioned.

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46	<p>Management accounts:          Committee agreed that a more detailed analysis of legal expenses and disbursements should be provided to the next meeting.</p> <p>(24 April 2008, 14.4)</p>	CM	19 June 2008	
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