

Finance and Resources Committee 23 June 2009

Annual review of actions taken in 2008-9: Public meetings

Executive summary and recommendations

Introduction

An annual review of the actions arising from meetings in 2008-9 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/

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 2008-9.

Date of paper

2 May 2009.

Action points

Finance and Resources Committee: Public meetings

2008-9

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Draft annual report and accounts 2007-8: Committee agreed to approve draft annual report and accounts. (19 June 2008, 6.7)	SL	3 July 2008	Actioned. On 26 June 2008, the Audit Committee made several amendments to the report and accounts. Draft annual report was approved by Council on 3 July 2008. It was laid in Parliament on 21 July 2008.
2	Information and Consultation of Employees Regulations: Committee agreed that employees should be asked to vote on whether or not to progress a pre-existing agreement based on level of interest. A vote of more than 25% of employees to show interest would trigger the start of negotiations on an agreement. (19 June 2008, 13.6)	LF	17 November 2008	Actioned. A presentation was made to the all employee meetings on 8 July 2008. An email was sent to all employees asking them to vote. The voting period closed on 22 July 2008. More than 25% of employees voted in favour and an agreement was prepared.

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Status
Draft
DD: None

Int. Aud.
Public
RD: None

3	<p>Equality and Diversity Scheme – Human Resources employee and partner actions:</p> <p>(1) noted the human resources action points and action taken to date;</p> <p>(2) approved the introduction of a revised equality and diversity monitoring form for partners and employees, subject to amendment that completion of the form should be compulsory and the form should be amended to include a category for individuals who preferred not to answer each question.</p> <p>(19 June 2008, 14.5)</p>	LF	31 July 2008	Actioned.
4	<p>Information Technology strategy to be implemented.</p> <p>(31 July 2008, 10.5)</p>	GG	Ongoing	
5	<p>Fees consultation key decisions:</p> <p>(1) approved the decisions on fees set out in the paper;</p> <p>(2) approved the text of the key decisions document, subject to amendments;</p> <p>(3) recommended approval of the document to the Council.</p> <p>(18 September 2008, 10.7)</p>	SM	1 October 2008	Actioned. The decisions document was approved by the Education and Training Committee on 25 September 2008 and by Council on 1 October 2008.
6	<p>Childcare vouchers: Approved introduction of childcare voucher scheme, effective 1 April 2009, using the salary sacrifice option.</p> <p>(17 November 2008, 11.4)</p>	LF/KW	1 April 2009	Actioned.

7	Five year plan: Executive to analyse reasons for forecast increase in costs per registrant and prepare a paper for next meeting. (17 November 2008, 13.4)	CM	4 February 2009	Actioned. See further paper on agenda for 4 February 2009.
8	Integrating new professions into renewal cycle: Committee approved recommended approach. (17 November 2008, 14.4)	RH	Ongoing to 2011	
9	Financial regulations: Updated version to be considered at next meeting. (17 November 2008, 17.4)	SL	4 February 2009	Actioned. See further paper on agenda for 4 February 2009. The Committee approved the regulations on 4 February 2009.
10	Partner appointment and selection policy: Committee agreed amendments to policy (relating to the Office of Commissioner for Public Appointments). (4 February 2009, 9.2)	DD	16 March 2009	Actioned.
11	Budget for year 2009-2010: Committee agreed the Financial Controller should amend the budget to show at least a break-even budget and to explain the reasons for the proposed increase in legal expenses for Fitness to Practise. The revised budget should be presented to the next meeting. (4 February 2009, 12.2, 12.5, 12.6)	CM	16 March 2009	Actioned. See further paper on agenda for 16 March 2009 and action point 17 below.
12	Partner, employee and council/committee expenses Committee agreed that: (1) daily maximum allowance for hotel accommodation should be increased with effect from	SL	1 April 2009	Actioned.

	<p>1 April 2009 as follows:</p> <p>Central London (travel zones one to four) - £160 (including VAT);</p> <p>Aberdeen, Birmingham, Edinburgh, Glasgow, Belfast, Cardiff, Manchester, London (beyond travel zone four) - £140 (including VAT);</p> <p>Other UK locations - £120 (including VAT)</p> <p>(2) for Partners and Council and Committee members, allowance for carers of dependents should be increased to a maximum of £65 per day, payable against a valid invoice or receipt from a registered carer or child minder. Increase to be effective from 1 April 2009.</p> <p>(4 February 2009, 13.4)</p>			
13	<p>Money market provider update: Barclays Bank and HSBC Bank to be used as additional money market providers.</p> <p>(4 February 2009, 14.3)</p>	SL	16 March 2009	See further paper on agenda for 16 March 2009 and point 19 below.
14	<p>Depreciation policy - Committee agreed that</p> <p>(1) depreciation period for plant and machinery (i.e. lifts) should be changed from 50 years to 20 years;</p> <p>(2) depreciation period for computer hardware (including laptops and PCs less than £1000 in value) should be changed from 4 years to 3 years;</p> <p>(3) the asset class 'registration system software' should be</p>	SL	Ongoing	Actioned.

	renamed 'computer software'. (4 February 2009, 16.4)			
15	Bank mandate update - Committee agreed the following changes: (1) in the bank mandate, add the Director of Information Technology and the Director of Education as signatories to list A of the bank mandate; (2) in the invoice and purchase order signatory list, add the IT infrastructure support manager as a signatory up to £1000. (4 February 2009, 17.3)	SL	16 March 2009	Actioned.
16	Nine month reforecast for year to 31 March 2009: Explanation of additional expenditure on Council and Committee member training should be circulated to the Committee. (4 February 2009, 20.4)	CM	16 March 2009	Actioned. An email was circulated to members on 2 March 2009. The email explained that some invoices had been misposted to training and this had since been corrected. The revised total for spending on Council and Committee training was £3679.42.
17	Budget for 1 April 2009-31 March 2010: Agreed that Financial Controller should present the revised budget to the next Council meeting. (16 March 2009, 11.3)	CM	26 March 2009	Actioned. The budget was approved by Council on 26 March 2009.
18	Financial reserves policy: Approved continuation of policy (16 March 2009, 12.3)	SL	Ongoing	Actioned.

19	Money market providers: Agreed Lloyds TSB should be used as a third money market provider, instead of HSBC (16 March 2009, 13.4)	SL	26 April 2009	Actioned.
20	Money market provider update: Committee approved revised bank mandate (revision 1) for money market and treasury deposits. (16 March 2009, 14.3)	SL	26 April 2009	Actioned.
21	Finance workplan: Committee approved the workplan (16 March 2009, 15.2)	SL	Ongoing to March 2010	
22	Departmental workplans: Executive should report progress against approved workplans in the departmental reports to the Committee. This should be done on an exception basis (i.e. if activities were not carried out in accordance with the workplan) (16 March 2009, 15.3)	SL TH DD GG GRS	Ongoing to March 2010	
23	Human Resources workplan: Committee approved the workplan (16 March 2009, 16.3)	TH	Ongoing to March 2010	
24	Information Technology workplan and strategy: Committee approved the workplan (16 March 2009, 17.5)	GG	Ongoing to March 2010	
25	Registration workplan: Committee approved the workplan (16 March 2009, 18.3)	RH	Ongoing to March 2010	
26	Projects workplan: Committee approved the workplan (16 March 2009, 19.3)	CR	Ongoing to March 2010	
27	Management accounts: Commentary on future management accounts should include an explanation of any	CM	Ongoing	Actioned

	departmental variances of 10% or greater. (16 March 2009, 21.3)			
28	Tendering policy and process: Subject to an amendment, Committee approved changes to the policy and procedures. (23 April 2009, 11.4)	SL	23 June 2009	
29	Bank mandate: Committee approved revised bank mandate list. (23 April 2009, 12.3)	CM	23 June 2009	
30	22-26 Stannary Street: Committee agreed Executive should prepare a paper for next meeting, setting out the following issues: (1) details of the account to date for phase 1; (2) project lessons learned from phase 1; (3) a breakdown of the valuation of 22-26 Stannary Street at 31 March 2008; expenditure on the property in the year; the valuation at 31 March 2009; the resulting write down of the value; and the accounting treatment (details of the amounts allocated to the revaluation reserve and to impairment). (23 April 2009, 14.5)	SH and CM	23 June 2009	(1) and (2): See further paper on agenda for 23 June 2009. (3): See appendix to management accounts paper on agenda for 23 June 2009.