

Finance and Resources Committee 17 June 2010

Annual review of actions taken in 2009-10: Public meetings

Executive summary and recommendations

**Introduction**

An annual review of the actions arising from meetings in 2009-10 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.

**Resource implications**

None.

**Financial implications**

None.

**Appendices**

List of actions arising from meetings in 2009-10.

**Date of paper**

24 May 2010

## Action points

### Finance and Resources Committee: Public meetings

2009-10

	<b>Action point (and location in the minutes)</b>	<b>For the attention of</b>	<b>Action by</b>	<b>Comments</b>
	<b>23 June 2009</b>			
1	Draft annual report 2008-9: Subject to amendments, the Committee approved the annual report.  (7.6)	GB	6 July 2009	Actioned. The annual report was approved by the Audit Committee on 24 June 2009 without any amendments and by Council on 6 July 2009 with minor amendments. It was laid in Parliament on 20 July 2009.
2	Registrant debtors and creditors policy: Committee approved the updated policy.  (12.3)	GB	30 July 2009	Actioned.
3	Bank mandate and invoice signatories: Committee approved these amendments: (1) to add new Director of Finance, Mr Gary Butler, as a signatory to list A of the bank mandate and the invoice/purchase order signatory list; and (2) to add a signatory for amounts up to £1000, Mr Gary Rope, in the invoice and purchase order signatory list.  (13.3)	SL	30 June 2009	Actioned. See further paper on agenda for 30 July 2009.
4	Contract signing limits: Committee approved enhancement to the tendering policy.  (14.4)	GB	30 July 2009	Actioned.
5	March 2009 management accounts: Committee agreed the Executive should provide comparative figures on the property impairment for the 2007-8	CM	30 July 2009	

	financial year, to show the overall project cost.  (16.2)			
6	Management accounts: Committee approved that, for improved clarity, the surplus/deficit before and after impairments, corporate tax and investments should be shown in the same way as the annual report and accounts.  (16.4)	CM	Ongoing	
7	Pension schemes: Committee agreed that, once the situation on winding up the previous employee pension schemes became clearer, it would consider whether there would be any financial implications for HPC (e.g. accounting provisions and funding of any liability for payments towards the scheme)  (18.5)	GB	Ongoing	Actioned. See further papers provided to private meetings held on 10 February 2010 and 17 March 2010.
8	Council and committee members' expenses policy:  The Committee agreed that, with effect from 1 July 2009: <ul style="list-style-type: none"> <li>(1) the expenses policy should be updated to incorporate the changes made to the reimbursement of travel expenses;</li> <li>(2) minor amendments should be made to the policy to ensure that the language reflected the new structure of the Council and that the policy was accurate and up-to-date;</li> <li>(3) the section on taxi fares should be amended to clarify that taxi fares would also be reimbursed where a member was physically disabled; and</li> <li>(4) the expense policy would be reviewed annually.</li> </ul> (19.6)	LH	Points 1-3: Action by 1 July 2009  Point 4: Ongoing	Actioned.

	<b>30 July 2009</b>			
9	Matters arising: Committee agreed that, with reference to the report on contract signing limits, it would be useful to produce a table detailing the agreed signatories against the approved limits.  (6.2)	GB		Actioned. At its meeting on 15 September 2009, the Committee noted that the Executive had prepared a table detailing the agreed signatories against the approved limits.
10	Finance report: Director of Finance would be reviewing the presentation and format of the financial reports submitted to the Committee and the Council.  (7.2)	GB	Ongoing	Actioned. See also action point 13 and Finance Department report on the agenda for 15 September 2009.
11	Operations report: Executive to submit a paper to the Council in due course on the Continuing Professional Development audit samples  (11.3)	GRS	Ongoing	Actioned. A paper was presented to the Education and Training Committee on 10 March 2010.
12	Witness expenses policy: Committee requested that the policy be redrafted and submitted to the next meeting of the Committee.  (12.3)	KJ	15 September 2009	Actioned. The Executive reviewed all of the expense policies to ensure that they were consistent. See action point 37 below.
13	Management accounts: Committee noted that the Director of Finance would be reviewing the presentation and format of the financial reports submitted to the Committee and the Council.  (17.4)	GB	Ongoing	Actioned. See also action point 10 and Finance Department report on the agenda for 15 September 2009 and subsequent meetings.
	<b>15 September 2009</b>			
14	22-26 Stannary Street Ltd: Committee agreed that, following Audit Committee approval, Baker Tilly should write to HM Revenue and Customs to seek a pre-transaction ruling.  (6.5)	GB	29 September 2009	Actioned. Approved by Audit Committee on 29 September 2009. Baker Tilly wrote to HM Revenue and Customs and obtained a pre-transaction ruling.

15	Finance report: The Council should be asked to discuss what financial information it required and whether it required a report from the Finance and Resources Committee on its view of HPC's financial position.  (7.2)	GB	7 October 2009	The Council meeting in October did not receive a report on financial information so this was deferred to the December meeting of Council.
16	Provision of laptop computers for members:  Committee agreed to recommend to Council that an allowance should be made available to Council and Committee members for the cost of purchasing a laptop for the explicit purpose of reading electronic versions of HPC papers. The Committee agreed that the points made in paragraph 12.4 should be incorporated into the paper submitted to the Council. (12.5)	GB	7 October 2009	Actioned. Approved by Council on 7 October 2009.
<b>17 November 2009</b>				
17	Executive to explore whether it would be possible for HPC to become a registered charity and potential advantages and disadvantages.  (6.5)	MJS	Ongoing	Actioned. See further paper on agenda for 10 February 2010 and action point 25 below.
18	Investment manager: Executive to prepare a paper on re-tendering the investment manager role.  (7.4)	GB	22 November 2010	
19	Pay policy and process: Paper to be presented to next meeting for consideration.  (10.3)	TH	10 February 2010	Actioned. This was considered by the Remuneration Committee on 4 March 2010.
20	Partner Manager report: Future reports to compare number of Partners to HPC's requirements.  (11.3)	KN	Ongoing	Actioned. See Partner Manager report on agenda for 10 February 2010 and subsequent meetings.

21	Online renewals project: Executive to report on lessons learned from the project, once it had been completed.  (13.6)	GRS	17 March 2010	The lessons learned report was to be prepared after the project was closed on 31 March 2010.
22	Five year plan: Further paper, taking accounts of discussion, to be presented to next meeting.  (16.4)	GB	10 February 2010	The five year plan is being revised.
<b>10 February 2010</b>				
23	Budget for 2010-11: Following discussion, Committee agreed that the budget should be amended to include the following points:  - each section of the narrative should be shown on the relevant page of the budget, with the narrative expanded to give a more detailed explanation of significant variances;  - further information about sensitivity analysis, in relation to factors such as registrant numbers;  - a comparison of the proportions of HPC's budget to the proportions spent by other healthcare regulators; and  - information on how HPC's reserves would be affected by the proposed capital expenditure of £2.79 m.  (11.4)	GB	17 March 2010	Actioned. See further papers on agenda for 17 March 2010.
24	Partner reappointment and agreement renewal: Committee agreed that:  (1) 288 agreements for Registration Assessors, CPD Assessors and Visitors which were due to expire on 31 July 2010 should be renewed for a period of 4 years;	KN	Ongoing to 2012	

	<p>(2) 185 Panel Members and 13 Panel Chairs with agreements that were due to expire on 31 July 2010 be subject to the reappointment process set out in the paper, with the reappointment process to be evaluated after one year;</p> <p>(3) Panel Members and Panel Chairs be reappointed on agreements of varying length between two and four years, to enable a phased process to be carried out for replacement of the Practice Committees;</p> <p>(4) the 88 contracts for Registration Assessors, CPD Assessors and Visitors expiring between 1 August 2010 to 30 July 2012 be renewed for a period of four years;</p> <p>(5) the 39 contracts for Panel Members and Panel Chairs expiring between 1 August 2010 to 30 July 2012 be reappointed on agreements of varying length between two and four years, to enable a phased process to be carried out; and</p> <p>(6) that the scoring sheets and matrix for use in the reappointment of panel members and chairs be approved.</p> <p>(12.6)</p>			
25	<p>Charitable status and the HPC: Committee agreed that the Council should be asked to consider in principle whether HPC should become a registered charity, before any further work was carried out.</p> <p>(13.3)</p>	MJS	25 March 2010	Actioned. See paper on agenda for Council on 25 March 2010. Council agreed that it was not comfortable with the principle of HPC establishing itself as a charity and this issue would therefore not be pursued further.
26	<p>Home working policy: Committee agreed the revised policy.</p> <p>(14.4)</p>	GG/TH	17 March 2010	Actioned. Policy agreed by Council on 25 March 2010.
	<b>17 March 2010</b>			
27	<p>Operations report: Committee agreed that future reports should indicate the percentage of registrants who were using</p>	GRS	Ongoing	

	the online renewals system. (10.5)			
28	Budget for 2010-11: Projected registrant numbers  Committee agreed that, in future, it would be helpful to see how registrant numbers affected the finances of HPC. (11.2)	GB/ MJS	Ongoing from February 2011	
29	Budget for 2010-11: Financial information  Committee agreed that, in future, if budget responsibilities were transferred between departments, the proposed budget should also indicate expenditure in the previous year. (13.2)	GB	Ongoing from February 2011	
30	Budget for 2010-11: Financial information  Committee noted that the project listed as 'credit/debit outsourcing' related to automation of credit and debit card payments. Committee agreed that the title of the project should be clarified in the budget. (13.3)	GB	25 March 2010	Actioned. The budget was approved by Council on 25 March 2010.
31	Budget for 2010: Financial information  Subject to the amendment at action point 4 above, Committee approved the budget for 2010-11. (13.4)	GB	25 March 2010	The budget was approved by Council on 25 March 2010.
32	Finance department workplan: Subject to an amendment, Committee agreed the workplan. (14.5)	GB	Ongoing to March 2011	
33	Human Resources workplan: Subject to an amendment, Committee agreed the workplan. (15.4)	TH	Ongoing to March 2011	

34	Information Technology workplan: Committee approved the workplan.  (16.5)	GG	Ongoing to March 2011	
35	Registration department workplan: Committee approved the workplan.  (17.5)	RH	Ongoing to March 2011	
36	Projects workplan: Committee approved the workplan.  (18.4)	Project Manager	Ongoing to March 2011	
37	Subject to amendments, Committee approved the expenses policies for Council and committee members; employees; partners; and witnesses.  (19.5)	LH	By 25 March 2010	Actioned. The policies were approved by Council on 25 March 2010, subject to an amendment to the policy for Council and committee members.
<b>29 April 2010</b>				
38	Partner code of conduct:  Committee recommended the revised code to the Council, subject to minor editorial amendments.  (7.4)	KN	20 May 2010	Actioned. The revised code was approved by Council on 20 May 2010.
39	Changes to absence and sickness policy and other Human Resources policies - Committee agreed to:  (1) recommend to the Council the changes proposed to the absence and sickness policy, subject to amendments made in paragraph 13.3;  (2) recommend to the Council the minor changes to other Human Resources policies outlined in the paper.  (13.4)	TH	20 May 2010	Actioned. Approved by Council on 20 May 2010.
40	Human Resources policies: Committee agreed that, subject to approval by Council, any minor changes to Human Resources policies or operational	TH	Ongoing	Approved by Council on 20 May 2010.

(14.3)	<p>guidelines which had minimal impact on the overall running of the organisation and which were dictated by changes to legislation, statutory requirements or by operational requirements should be made by the Executive. An annual report outlining changes made would be submitted to the Committee for information.</p>			
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