

**The Health Professions Council**

**Audit Committee Meeting (9 a.m.)**  
**Finance & Resources Committee**  
**Meeting (11 a.m.)**

**Tuesday 23<sup>rd</sup> November 2004**

The 19<sup>th</sup> meeting of the Finance & Resources Committee will take place at:

**NOTE CHANGE (due to hearing in Park House)**

Room 1  
Evangelical Alliance  
Whitefield House  
186 Kennington Park Road  
London  
SE11 4BT

Telephone: 020 7207 2100

The Finance & Resources Committee will be held in two parts. Part One will be open to members of the public. Part Two will be held in private.

**The meeting will be preceded by a Meeting of the Audit Committee.**

**Paul K H Baker FCA FCMI**  
**Secretary to the Audit Committee and**  
**Finance & Resources Committee**

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# FINANCE & RESOURCES COMMITTEE

23<sup>rd</sup> November 2004

## DRAFT AGENDA Open to Members of the Public

- |  |                                   |
|--|-----------------------------------|
| <b>1 Apologies for Absence</b>   | Verbal                            |
| <b>2 Approval of Agenda</b>  | Verbal                            |
| <b>3 Approval of Minutes of the Meeting held on 21<sup>st</sup> September 2004</b><br>From Secretary to the Committee – Paul Baker | Enclosure 1<br>Paper HPC/FRC71/04 |
| <b>4 Matters arising (not otherwise dealt with elsewhere)</b><br>From Secretary to the Committee – Paul Baker                      | Enclosure 2<br>Paper HPC/FRC72/04 |
| <b>5 Finance and Office Services Report</b><br>From Secretary to the Committee – Paul Baker  | Enclosure 3<br>Paper HPC/FRC73/04 |
| <b>6 Information and IT Department Report</b><br>From Director of Information – Roy Dunn   | Enclosure 4<br>Paper HPC/FRC74/04 |
| <b>7 Human Resources Department Report</b><br>From Human Resources Director – Denise Thompson                                      | Enclosure 5<br>Paper HPC/FRC75/04 |

### ITEMS FOR DISCUSSION/DECISION

- |   |                                   |
|---|-----------------------------------|
| <b>8 Attendance Allowances and Preparation Time</b><br>From Secretary to the Committee – Paul Baker | Enclosure 6<br>Paper HPC/FRC76/04 |
| <b>9 Risk Assessment</b><br>From Secretary to the Committee – Paul Baker                            | Enclosure 7<br>Paper HPC/FRC77/04 |
| <b>10 Professional Liaison Groups - Budgets</b><br>From Secretary to the Committee – Paul Baker     | Enclosure 8<br>Paper HPC/FRC78/04 |

### ITEMS TO NOTE

- |   |                                    |
|---|------------------------------------|
| <b>11 Audit Committee held 23<sup>rd</sup> November 2004</b><br>From Chairman of the Audit Committee – Sandy Yule | Verbal                             |
| <b>12 Hotel Corporate Rates</b><br>From Secretary to the Committee – Paul Baker                                   | Enclosure 9<br>Paper HPC/FRC79/04  |
| <b>13 VAT on attendance allowances</b><br>From Secretary to the Committee – Paul Baker                            | Enclosure 10<br>Paper HPC/FRC80/04 |
| <b>14 Management Accounts to 30<sup>th</sup> September 2004</b><br>From Secretary to the Committee – Paul Baker   | Enclosure 11<br>Paper HPC/FRC81/04 |
| <b>15 Management Accounts to 31<sup>st</sup> October 2004</b><br>From Secretary to the Committee – Paul Baker     | Enclosure 12<br>Paper HPC/FRC82/04 |
| <b>16 Investment Report at 30<sup>th</sup> September 2004</b><br>From Secretary to the Committee – Paul Baker     | Enclosure 13<br>Paper HPC/FRC83/04 |
| <b>17 Any Other Business</b>  |                                    |

**18 Date and Time of Next Meeting**

Friday 11<sup>th</sup> February 2005 at 11 a.m.

**Subsequent Meetings:**

Wednesday 23<sup>rd</sup> March 2005 – preceded by the Remuneration and Audit Committees

Thursday 28<sup>th</sup> April 2005

Thursday 28<sup>th</sup> June 2005 – preceded by the Audit Committee

Friday 29<sup>th</sup> July 2005

Tuesday 20<sup>th</sup> September 2005

Monday 21<sup>st</sup> November 2005 – preceded by the Audit Committee

Wednesday 15<sup>th</sup> February 2006

Wednesday 22<sup>nd</sup> March 2006 – preceded by the Remuneration and Audit Committees

**Resolution**

The Committee is invited to adopt the following: “The Committee hereby resolves that the next part of the meeting shall be held in private because publicity would be prejudicial to the public interest, by reason of the confidential nature of the business transacted.”

PKHB/FinComAgenda231104  
16.11.04