

# The Health Professions Council

## Finance & Resources

### Committee Meeting

Monday 21 November 2005

**11.00 am**

The twenty-sixth meeting of the Finance and Resources Committee will be held at the following location:

The Council Chamber  
The Health Professions Council  
Park House  
184 Kennington Park Road  
London SE11 4BU

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

**Colin Bendall,**  
**Secretary to the Committee**  
14 November 2005

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**Agenda – Part One – Open to Members of the Public**

1. **Apologies for Absence** Verbal
2. **Approval of Agenda** Verbal
3. **Minutes of the Finance and Resources Committee meeting held on 20 September 2005** Enclosure 1  
From Colin Bendall - Secretary to the Committee Paper FRC 82/05
4. **Matters Arising** Verbal
5. **Presentation from HPC's Investment Manager** Verbal  
From James Minett - Carr Sheppard Crosthwaite Ltd
6. **Finance Report** Enclosure 2  
From Simon Leicester - Finance Manager Paper FRC 83/05
7. **Human Resources Department Report** Enclosure 3  
From Larissa Foster – HR Manager Paper FRC 84/05
8. **Partner Manager Report** Enclosure 4  
From Liz McKell - Partner Manager Paper FRC 85/05
9. **Corporate Services Report** Enclosure 5  
From Roy Dunn - Director of Corporate Services Paper FRC 86/05

**Items for Discussion/Approval**

10. **Investment Policy** Enclosure 6  
From Simon Leicester - Finance Manager Paper FRC 87/05
11. **Reserves Policy** Enclosure 7  
From Simon Leicester - Finance Manager Paper FRC 88/05
12. **Amendment to Employee Handbook** Enclosure 8  
From Simon Leicester - Finance Manager Paper FRC 89/05
13. **Management Accounts for year to September 2005** Enclosure 9  
From Simon Leicester - Finance Manager Paper FRC 90/05

**Items to Note**

14. **Sickness Absence Policy** Enclosure 10  
From Larissa Foster - HR Manager Paper FRC 91/05
15. **HPC Supplier Tendering** Enclosure 11  
From Simon Leicester - Finance Manager Paper FRC 92/05

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| 16. | <b>Dates of Committee Meetings 2006-7</b><br>From Colin Bendall - Secretary to the Committee | Enclosure 12<br>Paper FRC 93/05 |
| 17. | <b>Tax Clearance letter to HM Revenue and Customs</b><br>From Marc Seale - Chief Executive   | Enclosure 13<br>Paper FRC 94/05 |

**Items for Information**

None

18. **Any Other Business**  
Previously Notified to and Agreed by the Chairman
19. **Date & Time of Next Meeting**  
10.30 am on Wednesday 8 February 2006

**Subsequent Meetings:**

Wednesday 22<sup>nd</sup> March 2006 – preceded by the Remuneration Committee

Thursday 27<sup>th</sup> April 2006

Thursday 22<sup>nd</sup> June 2006

**Resolution**

The Committee is invited to adopt one or more of the following:

"The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions."