

# The Health Professions Council Finance & Resources Committee Meeting

Thursday 26 July 2007

10.30 am

The 38th meeting of the Finance and Resources Committee will be held at the following location:

Avonmouth House  
6 Avonmouth Street  
London SE1 6NX

(Location map enclosed)

The Finance and 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**  
19 July 2007

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

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Date  
2007-06-06

Ver.  
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Dept/Cmte  
F&R

Doc Type  
AGD

Title  
Agenda Finance and Resources  
Committee 26 July 2007 public  
meeting

Status  
Final  
DD: None

Int. Aud.  
Public  
RD: None

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

- |    |   |                                |
|----|---|--------------------------------|
| 1. | <b>Apologies for Absence</b>  | Verbal                         |
| 2. | <b>Approval of Agenda</b>   | Verbal                         |
| 3. | <b>Minutes of the Finance and Resources Committee Meeting Held on 21 June 2007</b><br>From Colin Bendall - Secretary to the Committee | Enclosure 1<br>Paper FRC 75/07 |
| 4. | <b>Matters Arising</b><br>From Colin Bendall - Secretary to the Committee   | Enclosure 2<br>Paper FRC 76/07 |
| 5. | <b>Finance and Facilities Management Report</b><br>From Simon Leicester - Director of Finance   | Enclosure 3<br>Paper FRC 77/07 |
| 6. | <b>Human Resources Department Report</b><br>From Larissa Foster – Director of Human Resources   | Enclosure 4<br>Paper FRC 78/07 |
| 7. | <b>Partner Manager Report</b><br>From Yasmin Hussain - Partner Manager  | Enclosure 5<br>Paper FRC 79/07 |
| 8. | <b>Information Technology Report</b><br>From Roy Dunn - Director of Information Technology  | Enclosure 6<br>Paper FRC 80/07 |
| 9. | <b>Operations Report</b><br>From Greg Ross-Sampson - Director of Operations   | Enclosure 7<br>Paper FRC 81/07 |

### Items for Discussion/Approval

- |     |  |                                 |
|-----|--|---------------------------------|
| 10. | <b>Health and Safety Policy for Employees</b><br>From Larissa Foster - Director of Human Resources and Steve Hall - Facilities Manager | Enclosure 8<br>Paper FRC 82/07  |
| 11. | <b>Selection and Appointment Policy for Partners</b><br>From Yasmin Hussain - Partner Manager  | Enclosure 9<br>Paper FRC 83/07  |
| 12. | <b>Committee Self-Evaluation</b><br>From Colin Bendall - Secretary to the Committee  | Enclosure 10<br>Paper FRC 84/07 |

## Items to Note

- |     |  |                                 |
|-----|--|---------------------------------|
| 13. | <b>New Employees Joining the HPC Pension Scheme</b><br>From Larissa Foster - Director of Human Resources   | Enclosure 11<br>Paper FRC 85/07 |
| 14. | <b>Capita Scheme Valuation at March 2006</b><br>From Simon Leicester - Director of Finance                 | Enclosure 12<br>Paper FRC 86/07 |
| 15. | <b>Update on Phase 1 of Refurbishment of 22-26 Stannary Street</b><br>From Steve Hall - Facilities Manager | Enclosure 13<br>Paper FRC 87/07 |
| 16. | <b>Management Accounts</b><br>From Charlotte Milner - Management Accountant                                | Enclosure 14<br>Paper FRC 88/07 |
| 17. | <b>Standing Orders</b><br>From Colin Bendall - Secretary to the Committee                                  | Enclosure 15<br>Paper FRC 89/07 |
| 18. | <b>Committee Membership</b><br>From Colin Bendall - Secretary to the Committee                             | Enclosure 16<br>Paper FRC 90/07 |

## Items for Information

None.

19. **Any Other Business**  
Previously Notified to and Agreed by the Chairman
20. **Date & Time of Next Meeting**  
10.30 am on Tuesday 18 September 2007

### **Subsequent Meetings at 10.30 am:**

Tuesday 20 November 2007  
Wednesday 6 February 2008  
Thursday 6 March 2008 (Remuneration Committee)  
Wednesday 19 March 2008  
Thursday 24 April 2008  
Thursday 19 June 2008

## **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;

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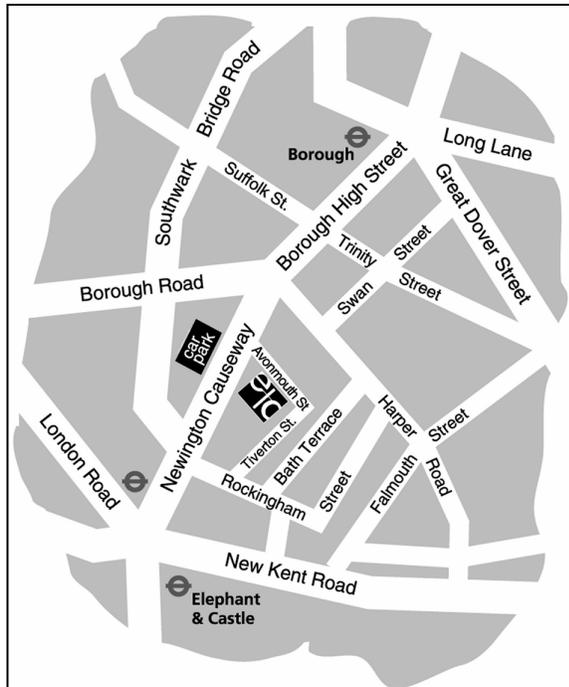
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (4) negotiations or consultation 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."

## Directions to etc venues Avonmouth House

6 Avonmouth Street, London SE1 6NX

Tel: 020 7940 7370

**etc venues** is clearly sign posted and is the first large front-facing building on the right. There is a large glass canopy entrance with automatic sliding doors.



### Parking

There is also limited meter parking on Avonmouth Street and the surrounding roads. Current costs are £1.20 per hour with a maximum stay of two hours.

**Please note: Avonmouth House has limited parking slots which must be reserved beforehand. The slots are allocated on a first come, first served basis, and are subject to availability.**

### London Buses

There are regular buses from all mainline stations (except Paddington) to Elephant & Castle although the underground is usually faster.

<b>Charing Cross</b>	176
<b>Euston</b>	68. 168. 188
<b>Kings Cross</b>	63,45
<b>Liverpool Street</b>	35. 133
<b>London Bridge</b>	35. 40. 133. 344
<b>Victoria</b>	C10
<b>Waterloo</b>	68. 168. 188. 171. 176

### Post Office

Turn right along Borough High Street (opposite the Underground Station)

## London Underground Stations

### London Underground Stations

There are regular Underground services from all mainline stations to Elephant & Castle or Borough Stations

<b>Charing Cross</b>	Bakerloo line to Elephant & Castle
<b>Euston</b>	Northern line (City branch) to Borough
<b>Kings Cross</b>	Northern line (City branch) to Borough
<b>Liverpool Street</b>	Central line to Bank. Change for Northern line (City branch) to Borough
<b>London Bridge</b>	Northern line to Borough or 12-15 min walk (see map)
<b>Marylebone</b>	Bakerloo line to Elephant & Castle
<b>Paddington</b>	Bakerloo line to Elephant & Castle
<b>Victoria</b>	Circle or District line to Embankment. Change for Bakerloo line to Elephant & Castle
<b>Waterloo</b>	Bakerloo line to Elephant & Castle or 15-18 min walk

## Elephant & Castle Underground

### Bakerloo Line

Take 'South Bank University' exit. Turn left out of station. Follow pavement around and go up Newington Causeway. Pass under railway bridge, then turn right into Avonmouth Street

### Northern Line

Borough Underground station is recommended when using the Northern Line (see below).

## Borough Underground

### Northern Line

Turn right out of station. Cross road and go past Post Office and Police Station. Continue down Borough High Street. At 2nd set of traffic lights it becomes Newington Causeway. Avonmouth Street is 1st left just after Law Courts.

## Elephant & Castle Train Station – Connex South & Thameslink Trains