

**unconfirmed****THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the 36th meeting of the Finance and Resources Committee held on **Thursday 26 April 2007** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:** Mr R Clegg (Chairman)  
 Mrs M Clark-Glass  
 Mr M C Davies  
 Mr P Douglas  
 Mrs S Drayton  
 Mr W Munro  
 Mr D Ross  
 Mr K Ross  
 Mrs J Sheridan  
 Mrs B Stuart

**IN ATTENDANCE:**

Mr C Bendall, Secretary to the Committee  
 Ms M Cheema, Financial Accountant  
 Mr R Dunn, Director of Information Technology  
 Ms L Foster, Director of Human Resources  
 Ms Y Hussain, Partner Manager  
 Mr R Kennett, Accountant member - Audit Committee (Observer)  
 Mr S Leicester, Director of Finance  
 Mr M Seale, Chief Executive and Registrar  
 Dr A van der Gaag, President

**Item 1.07/51 APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Mrs P Blackburn.

**Item 2.07/52 APPROVAL OF AGENDA**

2.1 The Committee approved the agenda.

**Item 3.07/53 UNCONFIRMED MINUTES OF THE FINANCE AND RESOURCES COMMITTEE MEETING HELD ON 21 MARCH 2007**

- 3.1 It was agreed that the minutes of the thirty-fifth meeting of the Finance and Resources Committee should be confirmed as a true record and signed by the Chairman.

**Item 4.07/54 MATTERS ARISING**

- 4.1 The Committee received a paper to note from the Executive.
- 4.2 The Committee noted the actions list as agreed at the last meeting.

**Item 5.07/55 FINANCE AND FACILITIES MANAGEMENT REPORT**

- 5.1 The Committee received a report on the work of the Finance and Facilities Management Department.
- 5.2 The Committee noted that the Department was completing the 2006-7 financial statements and preparing for the audit by Baker Tilly.
- 5.3 The Committee noted that the Department was involved in the fee change project and the intermediate lapsing project (to be implemented in June 2007 to coincide with the fee changes).
- 5.4 The Committee noted that the Department would introduce financial reporting on projects with effect from 1 April 2007 to ensure greater transparency on expenditure.
- 5.5 The Committee noted that Lambeth Council had granted planning permission and building control approval for alterations to 22-26 Stannary Street. Tendering for the alterations would take place shortly. It was expected that work would begin in July 2007 and be completed in January 2008.

**Item 6.07/56 HUMAN RESOURCES DEPARTMENT REPORT**

- 6.1 The Committee received a report on the work of the Human Resources Department.
- 6.2 The Committee noted details of vacancies which had recently been advertised and filled.
- 6.3 The Committee noted that the Department had been involved in managing employee relations connected to the new pension scheme. A meeting to provide information about the new scheme to existing pension scheme members was due to be held on 30 April 2007.

- 6.4 The Committee noted that the report included statistics on occupational health referrals, which were triggered when individual employees had a certain level of sick leave.

**Item 7.07/57 PARTNER MANAGER REPORT**

- 7.1 The Committee received a report on the work of the Partner Manager.
- 7.2 The Committee noted that the partner reappointments process was underway and that partners had until 2 May 2007 to indicate if they wished to be reappointed. The reappointments process was due to conclude in June and partners who were not reappointed would be sent a letter which had been approved by the Office of the Commissioner for Public Appointments. The Committee noted that the HPC had previously explained to partners that there were too many partners for the HPC's needs and that the number would be reduced.
- 7.3 The Committee noted that it was intended that partners who were reappointed would be offered a further contract extension in 2008.
- 7.4 The Committee noted that there were only a few Prosthetist and Orthotist Visitors and several were already employed by education providers. Therefore the individuals concerned might have a potential conflict of interest if they were asked to attend an approvals visit to an educational programme. The Committee noted that, initially, the Partner Manager would contact Prosthetist and Orthotist partners working in other capacities to see if they would be interested in working as Visitors.

**Action: YH (by 21 June 2007)**

**Item 8.07/58 INFORMATION TECHNOLOGY REPORT**

- 8.1 The Committee received a report on the work of the Information Technology (IT) Department.
- 8.2 The Committee noted that the Department was working with the Operations team and the Project Manager on the fee change project and the renewals project.
- 8.3 The Committee noted that the IT systems for the Finance Department were due to be upgraded.

**Item 9.07/59 OPERATIONS REPORT**

- 9.1 The Committee received a report on Operations, covering the Registration Departments, Project Management and Approvals and Monitoring.
- 9.2 The Committee noted that the Registration Departments were involved in testing the revised fees structure and had revised the renewal form. The Departments were achieving very high service levels in answering telephone calls and e-mails.
- 9.3 The Committee noted that interviews for the Quality Manager position were due to be held in early May. Pending the appointment of a new Quality Manager, the Director of Operations had arranged internal quality audits, British Standards Institute audits and updates to the quality management system.
- 9.4 The Committee noted that the major projects scorecard should indicate that the budget for refurbishment of 22-26 Stannary Street was £1.6 m and that the project's due date was 31 January 2008.
- 9.5 The Committee noted that the Continuing Professional Development (CPD) project had "amber" status because a decision had to be made on whether the existing LISA system should be adapted to include CPD, or a separate system should be created. The Committee noted that the project remained on track.
- 9.6 The Committee noted that there was an error in the statistics for new applicants' nationality by continent, as the figures were identical for 2005-6 and 2006-7.

**Item 10.07/60 PARTNER EXPENSES CLAIM POLICY**

- 10.1 The Committee received a paper for discussion/approval from the Executive.
- 10.2 The Committee noted that an expenses policy for partners had been approved in 2003 and had not been updated since then. The paper included an amended policy, which set out how to claim expenses and the need for the correct documentation to be submitted within one calendar month (i.e. 30 working days) of carrying out any work for HPC. The policy provided that HPC reserved the right not to pay late expenses claims.
- 10.3 The Committee agreed that the policy should be amended to state that HPC would not pay any claims made after 30 working days, unless there were extenuating circumstances. The Committee noted that most

partners made claims directly and that a few submitted their claims via their employer.

- 10.4 Subject to the amendment agreed above, the Committee agreed the updated partner expenses claim policy and that it should be endorsed from 1 June 2007.

**Action: YH (by 1 June 2007)**

- 10.5 The Committee noted that, over the past few months, the late or incorrect submission of invoices by partners had become an issue for the Executive. For example, there were a number of outstanding invoices for the partner conference, which had been held in November 2006. This had caused difficulties for the Finance Department in closing the accounts for 2006-7.
- 10.6 The Committee noted that the Partner Manager had written to partners to remind them of the need to submit invoices correctly and on time. The Committee noted that all partner agreements required the partner to comply with all reasonable rules, policies and procedures applicable at the HPC.
- 10.7 The Committee agreed that all partners should be issued with an updated partner expenses policy and that, if necessary, their partner agreements should be used to enforce the policy. The Committee agreed that, if non-compliance still persisted with partners, then this would result in the non-payment of outstanding or incorrect invoices.

**Action: YH (Ongoing)**

#### **Item 11.07/61 MARCH 2007 MANAGEMENT ACCOUNTS**

- 11.1 The Committee received a paper to note from the Executive.
- 11.2 The Committee noted that, at the end of the financial year, the Executive had budgeted an operating deficit before tax and investments of £303,120. The actual result before tax and investments was expected to be an operating surplus of approximately £165,000, including £100,000 miscellaneous income unbudgeted.
- 11.3 The Committee noted that the paper was an interim set of accounts and that the final accounts for the year ended 31 March 2007 would be brought to the next meeting of the Committee on 21 June 2007.

**Action: SL (by 21 June 2007)**

- 11.4 The Committee noted that, in the detailed summary of the consolidated accounts, there was a typing error on the Projects expenditure line. The budget figure should read £35,550.

- 11.5 The Committee noted that the Executive would provide a suitable accrual for any outstanding expenses claims from Council and Committee members and that this accrual was not in the draft accounts presented at the meeting.

**Item 12.07/62 ANY OTHER BUSINESS**

- 12.1 There was no other business.

**Item 13.07/63 DATE AND TIME OF NEXT MEETING**

- 13.1 The next meeting of the Committee would be held at 10.30 a.m. on Thursday 21 June 2007.

- 13.2 Subsequent meetings would be held at 10.30 a.m. on

Thursday 26 July 2007

Tuesday 18 September 2007

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

**CHAIRMAN**

**DATE**