

<p style="text-align: center;"><b>Finance and Resources Committee</b></p>
---

**The 52<sup>nd</sup> meeting of the Finance and Resources Committee will take place as follows:**

**Date:** Thursday 30 July 2009

**Time:** 10:30am

**Venue:** The Council Chamber, Health Professions Council, Park House, 184  
Kennington Park Road, London SE11 4BU

**Members:** Mrs Mary Clark-Glass  
Dr Malcolm Cross  
Mrs Sheila Drayton  
Ms Julia Drown  
Professor John Harper  
Mr Richard Kennett  
Dr Arun Midha  
Mr Keith Ross  
Ms Eileen Thornton  
Mr Neil Willis

**Enquiries:** Colin Bendall, Secretary to the Committee  
020 7840 9710  
colin.bendall@hpc-uk.org

## Part 1 – Public Agenda

- |                                      |   |                           |
|--------------------------------------|---|---------------------------|
| 1                                    | <b>Nomination of Chair</b><br>Colin Bendall – Secretary to the Committee  | enclosure 1<br>FRC 79/09  |
| 2                                    | <b>Apologies for absence</b>  | verbal                    |
| 3                                    | <b>Approval of agenda</b>   | verbal                    |
| 4                                    | <b>Declaration of members' interests</b>  | verbal                    |
| 5                                    | <b>Minutes of the Finance and Resources Committee meeting of 23 June 2009</b><br>Colin Bendall – Secretary to the Committee | enclosure 2<br>FRC 80/09  |
| 6                                    | <b>Matters arising</b><br>Colin Bendall – Secretary to the Committee  | enclosure 3<br>FRC 81/09  |
| 7                                    | <b>Finance report</b><br>Gary Butler – Director of Finance  | enclosure 4<br>FRC 82/09  |
| 8                                    | <b>Human Resources report</b><br>Teresa Haskins – Director of Human Resources   | enclosure 5<br>FRC 83/09  |
| 9                                    | <b>Partner Manager report</b><br>Kathryn Neuschafer – Partner Manager   | enclosure 6<br>FRC 84/09  |
| 10                                   | <b>Information Technology report</b><br>Guy Gaskins – Director of Information Technology                                    | enclosure 7<br>FRC 85/09  |
| 11                                   | <b>Operations report</b><br>Greg Ross-Sampson – Director of Operations  | enclosure 8<br>FRC 86/09  |
| <b>Items for discussion/approval</b> |   |                           |
| 12                                   | <b>Witness expenses policy</b><br>Kelly Johnson – Director of Fitness to Practise   | enclosure 9<br>FRC 87/09  |
| 13                                   | <b>Bank mandate and invoice signatory update</b><br>Gary Butler – Director of Finance                                       | enclosure 10<br>FRC 88/09 |
| 14                                   | <b>Committee representative at Audit Committee meetings</b><br>Colin Bendall – Secretary to the Committee                   | enclosure 11<br>FRC 89/09 |

### Items to note

- |    |   |                           |
|----|---|---------------------------|
| 15 | <b>Equality and Diversity Scheme – Human Resources employee and Partner actions</b><br>Teresa Haskins – Director of Human Resources | enclosure 12<br>FRC 90/09 |
| 16 | <b>Information Technology strategy 2009-10</b><br>Guy Gaskins – Director of Information Technology                                  | enclosure 13<br>FRC 91/09 |
| 17 | <b>May 2009 management accounts</b><br>Gary Butler – Director of Finance  | enclosure 14<br>FRC 92/09 |
| 18 | <b>Terms of reference and standing orders</b><br>Colin Bendall – Secretary to the Committee   | enclosure 15<br>FRC 93/09 |

### Items for information

- |    |   |                           |
|----|---|---------------------------|
| 19 | <b>Case Management System research project</b><br>Kelly Johnson – Director of Fitness to Practise | enclosure 16<br>FRC 94/09 |
| 20 | <b>Any other business</b><br>Previously notified and agreed by the Chairman                       |                           |
| 21 | <b>Date &amp; time of next meeting:</b><br>10.30 am Tuesday 15 September 2009                     |                           |

#### **Subsequent meetings at 10.30 am:**

Tuesday 17 November 2009  
Wednesday 10 February 2010  
Thursday 4 March 2010 (Remuneration Committee only)  
Wednesday 17 March 2010  
Thursday 29 April 2010  
Thursday 17 June 2010  
Thursday 29 July 2010

#### **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;

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2009-07-06	a	F&R	AGD	Finance and Resources Committee Agenda 30 July 2009	Final DD: None	Public RD: None

- (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.'

Item	Reason for Exclusion
22	3, 7
23	3
24	3

### Part 2 – Private Agenda

- 22 **Minutes of the private part of the Finance and Resources Committee of 23 June 2009**  
Colin Bendall – Secretary to the Committee enclosure 17  
FRC 95/09
- 23 **Matters arising**  
Colin Bendall – Secretary to the Committee verbal

#### Items for discussion/approval

None

#### Items to note

- 24 **Provision of transcription services for Fitness to Practise hearings**  
Kelly Johnson – Director of Fitness to Practise enclosure 18  
FRC 96/09
- 25 **Any other business**  
Previously notified and agreed by the Chairman

**This document is available in alternative formats on request.**