

Finance and Resources Committee – 17 March 2010

Budget for year to 31 March 2011 – Numerical Data

Executive summary and recommendations

Introduction

A copy of the numerical data for HPC's annual budget for the year ending 31 March 2011 is attached.

Decision

The Committee is asked to discuss and approve the budget for 2010-2011.

Background information

The budget for the year ending 31 March 2011 has been produced in accordance with the budget process and budget timetable. The budget has been prepared using the bottom up approach with each budget holder submitting their budget to the finance department for consolidation.

Resource implications

Budget holders time in creating and delivering the budget

Financial implications

HPC income and expenditure for financial year ending 31 March 2011

Appendices

Appendix One – Numerical data for budget for the financial year ending 31 March 2011

Date of paper

6 March 2010

| Date | Ver. | Dept/Cmte | Doc Type | Title | Status | Int. Aud. |
|------------|------|-----------|----------|---------------------------------|-------------------|--------------------|
| 2008-10-13 | a | F&R | PPR | 2010-2011 Budget Numerical Data | Draft DD: None | Public RD: None |

APPENDIX ONE

HEALTH PROFESSIONS COUNCIL

Budget

For the year ended 31 March 2011

Version 6

Contents

| | Page |
|-----------------------------------|------|
| 1.0 Key Assumptions | 3 |
| 2.0 Detailed Summary | |
| - Income & expenditure | 4 |
| - Profession Summary | 5 |
| - Overhead Total | 6-8 |
| - Project Expenditure | 9 |
| - Capital Expenditure | 10 |
| - Statement of Financial Position | 11 |
| - Cash flow | 12 |
| - Fee Rates | 13 |
| 3.0 Department Expenditure | |
| - Chair | 14 |
| - Chief Executive | 15 |
| - Communications | 16 |
| - Council and Committees | 17 |
| - Depreciation | 18 |
| - Education | 19 |
| - Facilities | 20 |
| - Finance | 21 |
| - Fitness to Practise | 22 |
| - Human Resources | 23 |
| - Information Technology | 24 |
| - Operations Office | 25 |
| - Human Resources - Partners | 26 |
| - Policy and Standards | 27 |
| - Registration | 28 |
| - Secretariat | 29 |

BUDGET FOR YEAR TO 31 MARCH 2011

Key Assumptions & Notes

1. HPC will undertake in 11 major projects including the FTP FTP case management system
2. The register will transfer for the Hearing Aid Dispensers on 1 April 2010
3. 6 professions will commence a new 2 year cycle
4. There will be 43 approval visit and 6 annual monitoring assessment days
5. The total number of FTP cases we will instruct will be on approximately 583 cases in 2010/11, including 240 cases for 08/09. There will be approx 945 days of hearings (including reviews, appeals and ICP'S)
6. The number of employees will increase to 146 as at 31.03.11, an increase of 14 from 01.04.10.
7. The benchmark annual salary increase is 1.5%.

Income and Expenditure

| | Budget 2010/11 £ | Forecast 2009/10 £ | Variance £ | Variance % |
|--|------------------------|--------------------------|--------------------|----------------|
| INCOME | | | | |
| Arts Therapists | 212,046 | 189,417 | 22,629 | 11.95 |
| Biomedical Scientists | 1,804,921 | 1,753,981 | 50,940 | 2.90 |
| Chiropodists | 981,838 | 922,728 | 59,110 | 6.41 |
| Clinical Scientists | 353,502 | 342,787 | 10,715 | 3.13 |
| Dietitians | 553,616 | 518,152 | 35,464 | 6.84 |
| Hearing Aid Dispensers | 89,188 | - | 89,188 | 0.00 |
| Occupational Therapists | 2,502,429 | 2,352,908 | 149,521 | 6.35 |
| Operating Department Practitioners | 781,946 | 701,890 | 80,056 | 11.41 |
| Orthoptists | 99,984 | 97,559 | 2,425 | 2.49 |
| Paramedics | 1,206,263 | 1,107,190 | 99,073 | 8.95 |
| Physiotherapists | 3,696,137 | 3,284,861 | 411,276 | 12.52 |
| Prosthetists & Orthotists | 69,518 | 67,514 | 2,004 | 2.97 |
| Practitioner Psychologists | 1,302,463 | 663,093 | 639,370 | 96.42 |
| Radiographers | 2,164,375 | 1,942,637 | 221,738 | 11.41 |
| Speech and Language Therapists | 1,016,233 | 978,402 | 37,831 | 3.87 |
| Registration Income | 16,834,459 | 14,923,120 | 1,911,339 | 12.81 |
| Cheque/credit card write offs | (3,000) | (3,000) | - | 0.00 |
| TOTAL INCOME | 16,831,459 | 14,920,120 | 1,911,339 | 12.81 |
| EXPENDITURE | | | | |
| Departments | | | | |
| Chair | 50,168 | 49,433 | (735) | (1.49) |
| Chief Executive | 313,486 | 370,631 | 57,145 | 15.42 |
| Council, Committees & PLG | 399,758 | 384,948 | (14,810) | (3.85) |
| Communications | 1,121,510 | 1,096,052 | (25,458) | (2.32) |
| Education | 745,431 | 657,589 | (87,843) | (13.36) |
| Facilities Management | 894,708 | 872,075 | (22,633) | (2.60) |
| Finance | 646,717 | 601,323 | (45,394) | (7.55) |
| Fitness to Practise | 7,145,823 | 5,979,165 | (1,166,658) | (19.51) |
| Human Resources | 519,693 | 432,755 | (86,938) | (20.09) |
| Human Resources Partners | 412,144 | 326,343 | (85,801) | (26.29) |
| IT Department | 1,041,185 | 897,255 | (143,930) | (16.04) |
| Operations Office | 502,417 | 430,827 | (71,590) | (16.62) |
| Policy & Standards | 312,982 | 262,140 | (50,841) | (19.39) |
| Major projects | 295,875 | 322,178 | 26,303 | 8.16 |
| Registration | 1,616,124 | 1,800,783 | 184,659 | 10.25 |
| Secretariat | 252,398 | 266,818 | 14,420 | 5.40 |
| Operating Expenses | 16,270,417 | 14,750,313 | (1,520,104) | (10.31) |
| Operating Surplus/ (Deficit) | 561,041 | 169,806 | 391,235 | 230.40 |
| Depreciation | 540,546 | 366,473 | (174,073) | (47.50) |
| Surplus/ (Deficit) after Depreciation | 20,495 | (196,666) | 217,162 | |

Profession Summary

| | 2010-11 Budget £ | Forecast 2009/10 £ | Variance £ | Variance % |
|------------------------------|---------------------------------|-----------------------------------|-------------------------|-----------------------|
| Income by profession | | | | |
| UK Graduate security fee | 493,216 | 488,342 | 4,874 | 1.00 |
| Readmission fees | 309,120 | 329,383 | (20,263) | (6.15) |
| International scrutiny fees | 529,368 | 601,440 | (72,072) | (11.98) |
| Renewal fees | 15,439,754 | 13,453,555 | 1,986,199 | 14.76 |
| Grandparenting scrutiny fees | 63,000 | 50,400 | 12,600 | 25.00 |
| | <u>16,834,458</u> | <u>14,923,120</u> | <u>1,911,338</u> | <u>12.81</u> |

| |
|-----------------------|
| OVERHEAD TOTAL |
|-----------------------|

| | Budget 2010/11 £ | Reforecast 2010/11 £ | Variance £ | % |
|---|------------------------|----------------------------|------------------|----------------|
| Payroll | | | | |
| Basic pay | 4,559,588 | 3,900,848 | (658,740) | (16.89) |
| Overtime | 51,953 | 57,078 | 5,125 | 8.98 |
| National Insurance cost | 530,290 | 424,842 | (105,448) | (24.82) |
| Pension cost | 332,220 | 307,979 | (24,241) | (7.87) |
| Medical insurance | 1,400 | 1,613 | 213 | 13.21 |
| Staff recruitment | 192,000 | 167,994 | (24,006) | (14.29) |
| Temporary staff | 151,752 | 262,177 | 110,425 | 42.12 |
| Payroll contingency | 15,000 | 18,000 | 3,000 | 16.67 |
| | 5,834,203 | 5,140,531 | (693,672) | (13.49) |
| Staff travelling and subsistence | | | | |
| Fares | 143,536 | 124,045 | (19,491) | (15.71) |
| Car expenses and car park | 1,496 | 1,500 | 4 | 0.27 |
| Subsistence | 60,304 | 67,463 | 7,159 | 10.61 |
| Entertaining | 3,000 | 185 | (2,815) | (1,521.62) |
| Conferences | 11,850 | 7,916 | (3,934) | (49.70) |
| | 220,186 | 201,109 | (19,077) | (9.49) |
| Council and committee expenses | | | | |
| Fees | 175,664 | 142,591 | (33,073) | (23.19) |
| Travelling and subsistence | 119,888 | 116,934 | (2,954) | (2.53) |
| Tax Cost (NI ER and PAYE) | 36,000 | 36,695 | 695 | 1.89 |
| Conference expenses | 13,000 | 13,418 | 418 | 3.12 |
| Training | 8,600 | 571 | (8,029) | (1,406.13) |
| Other Council Meetings | 0 | 10,647 | 10,647 | 100.00 |
| | 353,152 | 320,856 | (32,296) | (10.07) |
| Property services | | | | |
| Business rates | 107,000 | 82,935 | (24,065) | (29.02) |
| Water | 2,600 | 2,815 | 215 | 7.64 |
| Electricity | 54,000 | 49,439 | (4,561) | (9.23) |
| Gas | 12,000 | (1,317) | (13,317) | 1,011.16 |
| Cleaning contractors | 48,000 | 49,655 | 1,655 | 3.33 |
| Cleaning materials | 5,000 | 6,813 | 1,813 | 26.61 |
| Waste disposal | 16,000 | 11,561 | (4,439) | (38.40) |
| Repairs and maintenance | 25,000 | 20,302 | (4,698) | (23.14) |
| Maintenance contracts | 19,080 | 15,784 | (3,296) | (20.88) |
| Security | 40,000 | 39,129 | (871) | (2.23) |
| Building Refurbishment | 55,450 | 54,154 | (1,296) | (2.39) |
| Property depreciation | 35,300 | 42,627 | 7,327 | 17.19 |
| | 419,430 | 373,897 | (45,533) | (12.18) |

ANNUAL BUDGET 2010/11

| OVERHEAD TOTAL | | | | |
|---|------------------|-------------------|------------------|----------------|
| | Budget | Reforecast | Variance | |
| | 2010/11 | 2010/11 | £ | % |
| | £ | £ | £ | |
| Office services | | | | |
| Printing and stationery | 424,901 | 576,107 | 151,206 | 26.25 |
| Photocopying | 10,000 | 16,239 | 6,239 | 38.42 |
| Postage | 94,960 | 90,652 | (4,308) | (4.75) |
| Telephone | 50,000 | 38,601 | (11,399) | (29.53) |
| Mobile telephone | 10,854 | 9,243 | (1,611) | (17.43) |
| Video Conferencing | 5,000 | 750 | (4,250) | (566.67) |
| Couriers | 25,750 | 20,954 | (4,796) | (22.89) |
| Office equipment < £1000 | 14,794 | 36,072 | 21,278 | 58.99 |
| Office equipment rental | 5,400 | 6,975 | 1,575 | 22.58 |
| Catering | 89,386 | 72,609 | (16,777) | (23.11) |
| Other office services | 32,800 | 9,427 | (23,373) | (247.94) |
| Room Hire | 243,891 | 178,575 | (65,316) | (36.58) |
| Office equipment disposals | 1,000 | 0 | (1,000) | 0.00 |
| Office equipment depreciation | 31,642 | 20,230 | (11,412) | (56.41) |
| Video Conferencing | 5,000 | 0 | (5,000) | 0.00 |
| | 1,045,378 | 1,076,434 | 31,056 | 2.89 |
| Computer services | | | | |
| Hardware < £1000 | 14,350 | 16,153 | 1,803 | 11.16 |
| General Hardware support and Miantenan | 23,500 | 19,491 | (4,009) | (20.57) |
| Software Licences | 0 | 10,043 | 10,043 | 100.00 |
| General software support and maintenanc | 87,300 | 71,216 | (16,084) | (22.58) |
| NetRegulate software support and mainte | 150,000 | 134,346 | (15,654) | (11.65) |
| Managed Web/Internet services | 295,000 | 243,476 | (51,524) | (21.16) |
| Internet/3G | 10,853 | 10,483 | (370) | (3.53) |
| IT Consummerables | 7,500 | 5,581 | (1,919) | (34.38) |
| HPC Computer Training | 0 | 0 | 0 | 0.00 |
| Offsite tape data archive | 1,520 | 1,760 | 240 | 13.64 |
| Other computer services costs | 0 | 0 | 0 | 0.00 |
| Specialist external support | 12,000 | 14,475 | 2,475 | 17.10 |
| IT Hardware Disposals | 1,500 | 5,307 | 3,807 | 71.74 |
| Computer equipment deprecation | 63,297 | 56,560 | (6,737) | (11.91) |
| Computer software deprecation | 410,307 | 247,056 | (163,251) | (66.08) |
| | 1,077,127 | 835,947 | (241,180) | (28.85) |
| Communications | | | | |
| Campaigns | 215,000 | 190,898 | (24,102) | (12.63) |
| Annual Reports (Design, Distribute) | 13,000 | 15,642 | 2,642 | 16.89 |
| Brochures | 84,500 | 84,536 | 36 | 0.04 |
| Listening Events | 48,000 | 39,981 | (8,019) | (20.06) |
| Market Research | 50,000 | 53,694 | 3,694 | 6.88 |
| Translations | 10,000 | 3,063 | (6,937) | (226.48) |
| Public Affairs and Stakeholder | 59,250 | 47,509 | (11,741) | (24.71) |
| Standards of Proficiency (Prod, Dist) | 13,200 | 9,200 | (4,000) | (43.48) |
| Web Site Design | 40,000 | 32,250 | (7,750) | (24.03) |
| Marketing & Promotions | 7,000 | 18,639 | 11,639 | 62.44 |
| Conference & Exhibitions | 50,000 | 40,586 | (9,414) | (23.20) |
| General Events | 18,400 | 3,168 | (15,232) | (480.81) |
| Media Relations | 25,000 | 22,527 | (2,473) | (10.98) |
| Internal Communications | 46,800 | 50,215 | 3,415 | 6.80 |
| Student Information Packs | 0 | 0 | 0 | 0.00 |
| | 680,150 | 611,908 | (68,242) | (11.15) |

ANNUAL BUDGET 2010/11

| OVERHEAD TOTAL | | | | |
|---------------------------------------|---------------------------|-------------------------------|--------------------|----------------|
| | Budget 2010/11 | Reforecast 2010/11 | Variance | % |
| | £ | £ | £ | |
| Partners | | | | |
| Annual Monitoring | 20,860 | 13,960 | (6,900) | (49.43) |
| Appitude Tests | 1,264 | 0 | (1,264) | 0.00 |
| Approvals (Previously Visits) | 92,520 | 80,617 | (11,903) | (14.76) |
| CPD Assessors | 98,805 | 124,651 | 25,846 | 20.73 |
| Grandparenting Assessors | 21,600 | 11,856 | (9,744) | (82.19) |
| International Assessors | 178,704 | 201,706 | 23,002 | 11.40 |
| Major/Minor Change | 9,360 | 8,540 | (820) | (9.60) |
| Panels (Allowance & Travel) | 1,666,800 | 1,465,007 | (201,793) | (13.77) |
| Partners Recruitment | 47,225 | 21,912 | (25,313) | (115.52) |
| Partners Training | 224,442 | 222,221 | (2,221) | (1.00) |
| Registration Appeals (Fee & Travel) | 24,300 | 8,009 | (16,291) | (203.41) |
| Test of Competence (All Professions) | 9,480 | 6,765 | (2,715) | (40.13) |
| Witness cost | 111,900 | 100,807 | (11,093) | (11.00) |
| | 2,507,260 | 2,266,051 | (241,209) | (10.64) |
| Professional fees | | | | |
| External Audit | 50,000 | 63,262 | 13,262 | 20.96 |
| Internal Audit | 31,584 | 25,354 | (6,230) | (24.57) |
| Legal advice | 293,096 | 356,833 | 63,737 | 17.86 |
| Legal expenses | 2,830,125 | 2,204,444 | (625,681) | (28.38) |
| Legal -Transcript Writer | 334,988 | 377,498 | 42,510 | 11.26 |
| Other professional fees | 83,415 | 50,740 | (32,675) | (64.40) |
| Other legal costs | 30,000 | 133,935 | 103,935 | 77.60 |
| ISO 9001 Certification | 5,240 | 2,116 | (3,124) | (147.64) |
| ISO 27001 Certification | 18,206 | 0 | (18,206) | 0.00 |
| Reward Data | 10,000 | 9,817 | (183) | (1.86) |
| Employee Assistance programme | 9,000 | 6,964 | (2,036) | (29.24) |
| Pension administration | 27,400 | 4,160 | (23,240) | (558.65) |
| Taxation advice | 8,000 | 13,900 | 5,900 | 42.45 |
| | 3,731,054 | 3,249,023 | (482,031) | (14.84) |
| Project Costs | | | | |
| Major Projects | 283,375 | 322,178 | 38,803 | 12.04 |
| Small Projects | 102,650 | 146,479 | 43,829 | 29.92 |
| | 386,025 | 468,657 | 82,632 | 17.63 |
| Specific departmental expenses | | | | |
| Archive storage | 22,000 | 29,625 | 7,625 | 25.74 |
| Annual general meeting | 11,750 | 1,195 | (10,555) | (883.26) |
| Bank charges | 78,000 | 79,557 | 1,557 | 1.96 |
| Books and publications | 492 | 99 | (393) | (396.97) |
| Counselling | 2,000 | 1,752 | (248) | (14.16) |
| Disaster contingency plan | 17,000 | 16,957 | (43) | (0.25) |
| EMT training | 7,500 | 13,699 | 6,199 | 45.25 |
| Elections & Appointments | 45,400 | 76,112 | 30,712 | 40.35 |
| General insurance | 35,000 | 34,274 | (726) | (2.12) |
| Health and safety | 11,520 | 12,220 | 700 | 5.73 |
| Legal insurance | 35,000 | 31,500 | (3,500) | (0.16) |
| Organisational Training | 40,000 | 28,201 | (11,799) | (3.13) |
| Personal Performance Consultancy | 0 | 0 | 0 | 0.00 |
| Professional Liaison Groups | 41,760 | 28,777 | (12,983) | (45.12) |
| Subscriptions | 25,000 | 0 | (25,000) | 0.00 |
| Subscriptions to professional bodies | 15,758 | 43,980 | 28,222 | 64.17 |
| Training | 168,818 | 174,425 | 5,607 | 3.21 |
| | 556,998 | 572,373 | 15,375 | 2.69 |
| OVERHEAD TOTAL | 16,810,963 | 15,116,786 | (1,694,177) | (11.21) |

Budget for year ending 31 March 2011**Project Expenditure**

| | Opex | Capex |
|--|-----------------------|-------------------------|
| | £ | £ |
| Credit/debit card outsourcing | 50,000 | - |
| Education Systems review | 10,800 | 130,000 |
| Electronic Staff Records | 12,500 | 45,000 |
| Fee Rise 2011 | 14,500 | 2,000 |
| FTP case management system | 67,200 | 563,057 |
| Hearing Aid Dispensers | 37,500 | - |
| Independent Safeguarding Authority Applicants | 35,000 | 45,000 |
| Independent Safeguarding Authority Registrants | 7,000 | - |
| NetRegulate change requests | 12,500 | 110,000 |
| Partner reviews | 36,000 | 35,000 |
| Registrant publication preferences | 12,875 | 35,000 |
| Total Major Projects | <u>295,875</u> | <u>965,057</u> |
| Small projects | 90,150 | 199,400 |
| Total Project Expenditure | <u>386,025</u> | <u>1,164,457</u> |

Budget for year ending 31 March 2011

Capital Expenditure

| | £ |
|---|-------------------------|
| <u>Project Expenditure</u> | 1,164,457 |
| <u>Computer Equipment</u> | |
| Laptops + PCs | 15,000 |
| Server replacment | 3,500 |
| Anti virus renewal £2500, Annual general spend of £10,000. Plus new 10 starters @ £300 = £3000. | 15,500 |
| Upgrade to SQL Server 2008. Software costs (£8,000) | 8,000 |
| Implementing a virtualised infrastructure to consolidate the technical infrastructure. VMWare (CAPITAL £2500) | 2,500 |
| | <u>44,500</u> |
| <u>Office Equipment</u> | |
| Replace Park House Water tank | 10,000 |
| | <u>10,000</u> |
| Total Capital Expenditure | <u>1,218,957</u> |

Statement of Financial Position

| | 31 March 2010 | | 31 March 2011 | |
|--|--------------------|---------------------|--------------------|--------------------|
| | £ | £ | £ | £ |
| <u>Non-current Assets</u> | | | | |
| Property, Plant & Machinery | | | | |
| Land & buildings, at cost or valuation | 2,520,000 | | 2,520,000 | |
| Depreciation | <u>-</u> | | <u>(35,300)</u> | |
| | | 2,520,000 | | 2,484,700 |
| Computer Equipment, at cost | 595,298 | | 736,198 | |
| Depreciation | <u>(499,801)</u> | | <u>(563,098)</u> | |
| | | 95,497 | | 173,100 |
| Office furniture and equipment, at cost | 389,832 | | 491,832 | |
| Depreciation | <u>(351,972)</u> | | <u>(383,434)</u> | |
| | | 37,860 | | 108,398 |
| Intangible assets | 3,053,042 | | 4,018,099 | |
| Depreciation | <u>(2,025,899)</u> | | <u>(2,436,206)</u> | |
| | | 1,027,143 | | 1,581,892 |
| <u>Total Non-current Assets</u> | | <u>3,680,500</u> | | <u>4,348,090</u> |
| <u>Current assets</u> | | | | |
| Other current assets | 150,000 | | 150,000 | |
| Financial assets | 1,800,000 | | 1,800,000 | |
| Cash & Cash Equivalents | <u>5,300,000</u> | | <u>4,335,707</u> | |
| | | <u>7,250,000</u> | | <u>6,285,707</u> |
| <u>Total assets</u> | | <u>10,930,500</u> | | <u>10,633,798</u> |
| <u>Current Liabilities</u> | | | | |
| Trade and other payables | (185,000) | | (185,000) | |
| Other Liabilities | (1,300,000) | | (1,300,000) | |
| Deferred Income | <u>(8,519,118)</u> | | <u>(7,901,920)</u> | |
| | | <u>(10,004,118)</u> | | <u>(9,386,920)</u> |
| <u>Total asset less liabilities</u> | | <u>926,382</u> | | <u>1,246,878</u> |
| <u>General reserve</u> | | | | |
| General fund b/fwd | 702,287 | | 712,436 | |
| (Deficit)/surplus for the year | (349,851) | | 320,496 | |
| Grant income | <u>360,000</u> | | <u>-</u> | |
| General fund c/fwd | | 712,436 | | 1,032,932 |
| <u>Revaluation reserve</u> | | | | |
| Reserve b/fwd | 213,946 | | 213,946 | |
| Movements in the year | | | | |
| Reserve c/fwd | <u>213,946</u> | | <u>213,946</u> | |
| | | <u>926,382</u> | | <u>1,246,878</u> |

CASHFLOW FOR YEAR TO 31 MARCH 2011

| | Apr-10 Budget | May-10 Budget | Jun-10 Budget | Jul-10 Budget | Aug-10 Budget | Sep-10 Budget | Oct-10 Budget | Nov-10 Budget | Dec-10 Budget | Jan-11 Budget | Feb-11 Budget | Mar-11 Budget | TOTAL Budget |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| CASH INFLOWS | | | | | | | | | | | | | |
| Registration Income | 2,155,911 | 399,308 | 783,231 | 1,661,538 | 682,081 | 2,380,616 | 1,750,645 | 407,494 | 499,451 | 1,435,453 | 633,019 | 3,436,334 | 16,225,081 |
| Investment Income | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 300,000 |
| TOTAL CASHFLOW FROM INCOME | 2,180,911 | 424,308 | 808,231 | 1,686,538 | 707,081 | 2,405,616 | 1,775,645 | 432,494 | 524,451 | 1,460,453 | 658,019 | 3,461,334 | 16,525,081 |
| CASH OUTFLOWS | | | | | | | | | | | | | |
| Operating Expenditure | | | | | | | | | | | | | |
| Payroll | 456,251 | 456,251 | 456,251 | 456,251 | 456,251 | 456,251 | 456,251 | 456,251 | 456,251 | 456,251 | 456,251 | 456,251 | 5,475,007 |
| Expenses | 1,454,581 | 484,606 | 980,745 | 845,549 | 511,565 | 1,008,952 | 841,090 | 807,347 | 1,361,981 | 220,138 | 1,348,046 | 930,810 | 10,795,410 |
| Total Operating Cash Outflows | 1,910,831 | 940,856 | 1,436,996 | 1,301,800 | 967,815 | 1,465,203 | 1,297,340 | 1,263,598 | 1,818,231 | 676,389 | 1,804,297 | 1,387,061 | 16,270,417 |
| Capital Expenditure | | | | | | | | | | | | | |
| Major Projects | 107,535 | 51,535 | 69,535 | 69,535 | 46,535 | 37,621 | 107,617 | 183,917 | 139,451 | 81,588 | 48,788 | 21,400 | 965,057 |
| Small Projects | 53,200 | 0 | 37,000 | 50,200 | 24,000 | 35,000 | 0 | 0 | 0 | 0 | 0 | 0 | 199,400 |
| Office Equipment | | | | | | 10,000 | | | | | | | 10,000 |
| Computer Additions | 12,950 | 2,450 | 2,450 | 2,450 | 2,450 | 5,950 | 2,450 | 2,450 | 2,450 | 2,450 | 2,450 | 3,550 | 44,500 |
| Building Purchase | | | | | | | | | | | | | 0 |
| Total Capital Cash Outflows | 173,685 | 53,985 | 108,985 | 122,185 | 72,985 | 88,571 | 110,067 | 186,367 | 141,901 | 84,038 | 51,238 | 24,950 | 1,218,957 |
| TOTAL CASHFLOW FROM EXPENDITURE | 2,084,516 | 994,841 | 1,545,981 | 1,423,985 | 1,040,800 | 1,553,773 | 1,407,407 | 1,449,965 | 1,960,132 | 760,427 | 1,855,535 | 1,412,011 | 17,489,373 |
| NET CASH INFLOW/OUTFLOW | 96,394 | (570,533) | (737,749) | 262,553 | (333,719) | 851,842 | 368,238 | (1,017,471) | (1,435,681) | 700,026 | (1,197,516) | 2,049,323 | (964,293) |
| CASH BALANCE B/FWD* | 5,300,000 | 5,396,394 | 4,825,861 | 4,088,112 | 4,350,665 | 4,016,945 | 4,868,788 | 5,237,026 | 4,219,555 | 2,783,874 | 3,483,900 | 2,286,384 | |
| CASH BALANCE C/FWD | 5,396,394 | 4,825,861 | 4,088,112 | 4,350,665 | 4,016,945 | 4,868,788 | 5,237,026 | 4,219,555 | 2,783,874 | 3,483,900 | 2,286,384 | 4,335,707 | |

ANNUAL BUDGET 2010/11**Fee Rates**

| | | Budget 2009-10 | Budget 2010-11 |
|---------------------------------------|--|--------------------------|--------------------------|
| | | £ | £ |
| Fees | Full Year Registration (Graduates) | 53 | 53 |
| | Full Year Registration (Non Graduates) | 53 | 53 |
| | Readmission | 115 | 115 |
| | Renewal | 76 | 76 |
| | Renewal - Graduate | 38 | 38 |
| | International Scrutiny Fees | 420 | 420 |
| | Grandparenting Scrutiny Fees | 420 | 420 |
| Allowances (VAT Inclusive) | <u>Day Rates</u> | | |
| | Council | 310 | 310 |
| | Panel Members | 180 | 180 |
| | Approvals (Visits) | 180 | 180 |
| | Legal Assessor | 580 | 580 |
| | CPD Assessors | 140 | 140 |
| | <u>Per Case</u> | | |
| | International Assessors | 72 | 72 |
| | Grandparenting Assessors | 72 | 72 |
| | Annual Monitoring & Major / Minor Change | 72 | 72 |
| | CPD Assessors | 20 | 20 |

COST CENTRE: Chair

| | Budget | Reforecast | | |
|------------------------------------|----------------|-------------------|-----------------|-----------------|
| | 2010-11 | 2009-10 | Variance | Variance |
| | £ | £ | £ | % |
| Fees | 37,200 | 37,200 | 0 | 0% |
| Travelling and subsistence | 5,400 | 5,400 | 0 | 0% |
| Conference Expenses | 3,000 | 3,000 | 0 | 0% |
| Council & Committee | 45,600 | 45,600 | 0 | 0% |
| Internet/3G | 735 | 0 | (735) | 100% |
| Computer Services | 735 | 0 | (735) | 100% |
| Other Professional Fees | 3,000 | 3,000 | 0 | 0% |
| Mobile telephone | 833 | 833 | 0 | 0% |
| Specific Departmental Costs | 3,833 | 3,833 | 0 | 0% |
| DEPARTMENTAL TOTAL | 50,168 | 49,433 | (735) | 0% |

COST CENTRE: CHIEF EXECUTIVE

| | Budget | Reforecast | | | Note |
|------------------------------------|----------------|-------------------|-----------------|-----------------|------|
| | 2010-11 | 2009-10 | Variance | Variance | |
| | £ | £ | £ | % | |
| Basic pay | 187,034 | 182,132 | (4,902) | (3%) | |
| National insurance cost | 24,462 | 21,852 | (2,609) | (12%) | |
| Pension cost | 30,861 | 30,752 | (109) | (0%) | |
| Medical insurance | 1,400 | 1,613 | 213 | 13% | |
| Payroll | 243,756 | 236,349 | (7,406) | (3%) | |
| Fares | 15,000 | 12,950 | (2,050) | (16%) | |
| Subsistence | 6,000 | 5,915 | (85) | (1%) | |
| Entertaining | 750 | 185 | (565) | (305%) | |
| Conferences | 2,000 | 1,703 | (297) | (17%) | |
| Travel & Subsistence | 23,750 | 20,753 | (2,997) | (14%) | |
| Mobile telephone | 360 | 611 | 251 | 41% | |
| Printing & Stationary | 0 | 12 | 12 | 100% | |
| Office Services | 360 | 623 | 263 | 42% | |
| Internet/3G | 270 | 493 | 223 | 0% | |
| Computer Services | 270 | 493 | 223 | 0% | |
| Training | 5,000 | 219 | (4,782) | (2188%) | |
| Legal Advice | 29,250 | 94,868 | 65,618 | 69% | 1 |
| Other Professional fees | 2,000 | 2,604 | 604 | 23% | |
| Subscriptions | 1,600 | 1,025 | (575) | (56%) | |
| EMT Training | 7,500 | 13,699 | 6,199 | 45% | |
| Specific Departmental Costs | 45,350 | 112,413 | 67,063 | 60% | |
| DEPARTMENTAL TOTAL | 313,486 | 370,631 | 57,145 | 15% | |

Notes to variances

1 Included in the December 2009 data is an invoice for legal work which was for the whole organisation and not allocated until a future month.

COST CENTRE: COMMUNICATIONS

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|-------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | | |
| Basic pay | 339,762 | 307,139 | (32,623) | (10.6%) | 1 |
| Overtime | 1,000 | 2,000 | 1,000 | 50.0% | |
| National insurance cost | 40,142 | 33,237 | (6,905) | (20.8%) | |
| Pension cost | 19,556 | 21,122 | 1,566 | 7.4% | |
| Temporary Staff | 0 | 26,611 | 26,611 | 100.0% | 2 |
| Payroll | 400,460 | 390,108 | (10,351) | (2.7%) | |
| Fares | 26,100 | 29,042 | 2,942 | 10.1% | |
| Subsistence | 15,400 | 20,054 | 4,654 | 23.2% | |
| Travel & Subsistence | 41,500 | 49,096 | 7,596 | 15.5% | |
| Printing and stationery | 8,000 | 7,427 | (573) | (7.7%) | |
| Mobile Phone | 1,000 | 1,851 | 851 | 46.0% | |
| Couriers | 23,000 | 18,253 | (4,747) | (26.0%) | |
| Office Services | 32,000 | 27,531 | (4,469) | (16.2%) | |
| Internet & 3G | 1,000 | 1,632 | 632 | 38.7% | |
| Computer Services | 1,000 | 1,632 | 632 | 38.7% | |
| Campaigns | 215,000 | 190,898 | (24,102) | (12.6%) | 3 |
| Annual Reports (Design, Distribute) | 3,000 | 2,584 | (416) | (16.1%) | |
| Brochures | 72,500 | 80,243 | 7,743 | 9.6% | |
| Listening Events | 48,000 | 39,981 | (8,019) | (20.1%) | |
| Market Research | 40,000 | 47,944 | 7,944 | 16.6% | |
| Translations | 10,000 | 3,063 | (6,937) | (226.5%) | |
| Public Affairs and Stakeholder | 59,250 | 47,509 | (11,741) | (24.7%) | 4 |
| Web | 40,000 | 32,250 | (7,750) | (24.0%) | |
| Marketing & Promotions | 7,000 | 18,639 | 11,639 | 62.4% | 5 |
| Conferences & Exhibitions | 50,000 | 40,586 | (9,414) | (23.2%) | |
| Media Relations | 25,000 | 22,527 | (2,473) | (11.0%) | |
| Internal Communications | 46,800 | 50,215 | 3,415 | 6.8% | |
| Communications | 616,550 | 576,439 | (40,111) | (7.0%) | |
| Legal Advice | 0 | 3,248 | 3,248 | 100.0% | 5 |
| Other Professional fees | 0 | 374 | 374 | 100.0% | |
| Professional Fees | 0 | 3,621 | 3,621 | 200.0% | |
| Training | 5,000 | 15,528 | 10,528 | 67.8% | 6 |
| Subscriptions | 25,000 | 32,096 | 7,096 | 22.1% | |
| Specific Departmental Costs | 30,000 | 47,624 | 17,624 | 37.0% | |
| DEPARTMENTAL TOTAL | 1,121,510 | 1,096,052 | (25,458) | (2.3%) | |

Notes to variances

1 The variance on salaries is largely due to the CPD Communications Manager being on sabbatical from 1 January to 31 March and there is currently a vacancy in the department

2 The spend in this financial year is due to the employment of temps to cover an Officer role whilst recruiting and to cover the CPD Communications Manager sabbatical leave

3 The increase in the campaigns budget covers specific and additional campaign work linked to business objectives, in particular we are planning to raise awareness of the grandparenting period, the use of protected titles, practitioner psychologist titles with employers and referrers

4 The public affairs increase covers additional employer events (5 instead of 4) to ensure UK wide coverage, registration renewal activities and the Health Hotel fee which were not accounted in last year's budget

5 Extra costs in 2009/10 included new exhibition materials to accommodate the opening of the practitioner psychologist register and a restock of pens, pencils etc. Associated marketing costs (eg reproduction of banners) to accommodate hearing aid dispensers will be met from the project budget in 2010/11

6 The difference relates to moving media training costs to the media relations budget line and the reduction in the departmental awayday costs

COST CENTRE: COUNCIL AND COMMITTEES

| | Budget | Reforecast | | | |
|---------------------------------------|----------------|-------------------|-----------------|-----------------|-------------|
| | 2010-11 | 2009-10 | Variance | Variance | Note |
| | £ | £ | £ | % | |
| Council - Fees | 66,358 | 45,044 | (21,314) | (47.3%) | 1 |
| Council - Travel and subsistence | 61,539 | 52,622 | (8,917) | (16.9%) | 1 |
| Council - Conference | 10,000 | 10,418 | 418 | 4.0% | |
| Council - Training | 8,600 | 571 | (8,029) | (1407.1%) | |
| Council -Taxation | 36,000 | 36,695 | 695 | 1.9% | |
| Other Meetings | 0 | 10,647 | 10,647 | 100.0% | 2 |
| Council Expenses | 182,497 | 155,997 | (26,500) | (17.0%) | |
| Catering | 5,866 | 6,851 | 985 | 14.4% | |
| Office Services | 5,866 | 6,851 | 985 | 14.4% | 2 |
| Other Professional fees | 1,200 | 396 | (804) | 0.0% | |
| Professional fees | 1,200 | 396 | (804) | 0.0% | |
| Elections & Appointments | 45,400 | 76,112 | 30,712 | 40.4% | 3 |
| Annual General Meeting | 11,750 | 1,195 | (10,555) | (883.0%) | 4 |
| Professional Liaison Group | 41,760 | 28,777 | (12,983) | (45.1%) | 5 |
| Specific Departmental Costs | 98,910 | 106,084 | 7,174 | 6.8% | |
| Fees (FTP Committee) | 8,370 | 7,046 | (1,324) | (18.8%) | |
| Travel and subs (FTP Committee) | 5,901 | 8,333 | 2,432 | 29.2% | |
| Fees (Education & Training Committee) | 21,204 | 21,000 | (204) | (1.0%) | 4 |
| Travel and subs (Education) | 14,732 | 20,684 | 5,952 | 28.8% | |
| Fees (Education Panels) | 3,100 | - | (3,100) | 0.0% | |
| Travel and subs (Education Panels) | 2,500 | - | (2,500) | 0.0% | |
| Fees (Finance & Resources Committee) | 22,320 | 19,735 | (2,585) | (13.1%) | |
| Travel and subs (F&R Committee) | 20,615 | 19,446 | (1,169) | (6.0%) | |
| Fees (Audit Committee) | 3,720 | 5,146 | 1,426 | 27.7% | |
| Travel and subs (Audit Comm) | 2,253 | 2,546 | 293 | 11.5% | |
| Fees (Communications Committee) | 5,022 | 6,200 | 1,178 | 19.0% | |
| Travel and subs (Communications Comm) | 1,548 | 5,485 | 3,937 | 71.8% | |
| Council Meetings | 111,285 | 115,621 | 4,336 | 3.7% | 5 |
| DEPARTMENTAL TOTAL | 399,758 | 384,948 | (14,810) | (3.8%) | |

Notes to variances

Attendance is based on a 90% and includes a provision to cover fees for those members attending external meetings on behalf of HPC and training opportunities. This line now included other Council meeting costs (see 5). The budgeted amount for 2010/2011 is however less than the budgeted amount for the previous financial year.

This line has been covered in the attendance fees line for 2010/2011 (see 1).

2009/2010 saw significant expenditure on appointments as a result of appointing 20 Council members. This will be significantly reduced with the appointment/reappointment of one third of the Council each year.

This year, it is planned to refresh the Annual meeting format and so it is anticipated that a larger budget provision will be required

Provision has been made for the continuation of the Psychotherapists and Counsellors PLG together with an additional PLG (yet to be established) over the course of 2010/2011.

COST CENTRE: DEPRECIATION

| | Budget 2010-11 £ | Reforecast 2009-10 £ | Variance £ | Variance |
|---------------------------------|------------------------|----------------------------|------------------|----------------|
| Property Deprecation | 35,300 | 42,627 | 7,327 | 17.2% |
| Property Services | 35,300 | 42,627 | 7,327 | 17.2% |
| Office Equipment depreciation | 31,642 | 20,230 | (11,412) | (56.4%) |
| Office Services | 31,642 | 20,230 | (11,412) | (56.4%) |
| Computer equipment depreciation | 63,297 | 56,560 | (6,737) | (11.9%) |
| Computer software depreciation | 410,307 | 247,056 | (163,252) | (66.1%) |
| Computer Services | 473,604 | 303,616 | (169,988) | (56.0%) |
| DEPARTMENTAL TOTAL | 540,546 | 366,473 | (174,073) | (47.5%) |

COST CENTRE: Education

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|---------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | % | |
| Basic pay | 402,993 | 364,147 | (38,846) | (10.7%) | 1 |
| National insurance cost | 46,844 | 38,593 | (8,251) | (21.4%) | |
| Pension cost | 36,920 | 35,025 | (1,895) | (5.4%) | |
| Temporary staff | 28,000 | 22,111 | (5,889) | (26.6%) | |
| Payroll | 514,757 | 459,876 | (54,881) | (11.9%) | |
| Fares | 19,640 | 18,092 | (1,548) | (8.6%) | |
| Subsistence | 18,930 | 11,957 | (6,973) | (58.3%) | |
| Conferences | 1,600 | 792 | (808) | (102.0%) | |
| Staff Travel & Subsistence | 40,170 | 30,842 | (9,328) | (30.2%) | |
| Profession Specific training | 5,100 | 0 | (5,100) | 0.0% | |
| Council & committee fees | 5,100 | 0 | (5,100) | 0.0% | |
| Printing and stationery | 19,500 | 17,576 | (1,924) | (10.9%) | |
| Postage | 4,960 | 0 | (4,960) | 0.0% | |
| Room Hire | 4,000 | 2,872 | (1,128) | (39.3%) | |
| Catering | 2,200 | 810 | (1,390) | (171.5%) | |
| Mobile telephone | 1,920 | 1,070 | (850) | (79.4%) | |
| Office Services | 32,580 | 22,328 | (10,252) | (45.9%) | |
| Internet/3G | 2,449 | 577 | (1,872) | (324.4%) | |
| Computer Services | 2,449 | 577 | (1,872) | (324.4%) | |
| Approvals (Previously Visits) | 92,520 | 80,617 | (11,903) | (14.8%) | 2 |
| Annual Monitoring | 20,860 | 13,960 | (6,900) | (49.4%) | |
| Major/Minor Change | 9,360 | 8,540 | (820) | (9.6%) | |
| Partners | 122,740 | 103,117 | (19,623) | (19.0%) | |
| Legal Advice | 10,000 | 5,381 | (4,619) | (85.8%) | |
| Professional Fees | 10,000 | 5,381 | (4,619) | (85.8%) | |
| Small project costs | 0 | 18,489 | 18,489 | 100.0% | 3 |
| Project costs | 0 | 18,489 | 18,489 | 100.0% | |
| Subscriptions | 1,159 | 77 | (1,082) | (1405.2%) | |
| Training | 16,476 | 16,901 | 425 | 2.5% | |
| Specific Departmental Costs | 17,635 | 16,978 | (657) | (3.9%) | |
| DEPARTMENTAL TOTAL | 745,431 | 657,589 | (87,843) | (13.4%) | |

Notes to variances

The Department headcount remains at 13, but a series of vacancies in the last financial year led to an overall reduction in payroll. Additionally, arrangements in relation to maternity cover also have an impact in increasing the payroll figure for 2010-2011.

There are a number of required visits in financial year 2010-2011 arising from new professions joining the Register (predicted at 22 visits for Practitioner Psychologists and 7 visits for Hearing Aid Dispensers). Required visits to new profession programmes will increase approval workloads for 2-3 years following a new profession joining the Register.

This small project is a new entry into the Education Budget and costs for an external supplier to develop essential functionality in the Education Database (the current location of data in relation to approval and monitoring of approved programmes).

COST CENTRE: FACILITIES MANAGEMENT

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | | |
| Basic pay | 150,590 | 148,909 | (1,681) | (1.1%) | |
| Overtime pay | 4,000 | 3,833 | (167) | (4.3%) | |
| National insurance cost | 16,734 | 15,227 | (1,507) | (9.9%) | |
| Pension cost | 24,847 | 22,947 | (1,900) | (8.3%) | |
| Temporary Staff | 8,000 | 10,000 | 2,000 | 20.0% | |
| Payroll | 204,172 | 200,916 | (3,255) | (1.6%) | |
| Fares | 2,496 | 2,500 | 4 | 0.2% | |
| Car expenses and car park | 1,496 | 1,500 | 4 | 0.3% | |
| Subsistence | 250 | 56 | (194) | (345.6%) | |
| Conferences | | 175 | 175 | | |
| Travel & Subsistence | 4,242 | 4,232 | (10) | (0.2%) | |
| Business rates | 107,000 | 82,935 | (24,065) | (29.0%) | 1 |
| Water | 2,600 | 2,815 | 215 | 7.6% | |
| Electricity | 54,000 | 49,439 | (4,561) | (9.2%) | |
| Gas | 12,000 | 1,317 | (13,317) | 1011.3% | 2 |
| Cleaning contractors | 48,000 | 49,655 | 1,655 | 3.3% | |
| Cleaning materials | 5,000 | 6,813 | 1,813 | 26.6% | |
| Waste disposal | 16,000 | 11,561 | (4,439) | (38.4%) | |
| Repairs & maintenance | 25,000 | 20,302 | (4,698) | (23.1%) | |
| Maintenance contracts | 20,191 | 15,784 | (4,407) | (27.9%) | |
| Security | 25,000 | 39,129 | 14,129 | 36.1% | 3 |
| Building Refurbishment | 55,450 | 54,154 | (1,296) | (2.4%) | |
| Property Services | 370,241 | 331,270 | (38,971) | (11.8%) | |
| Mobile telephone | 504 | 505 | 1 | 0.2% | |
| Printing and stationery | 40,000 | 30,728 | (9,272) | (30.2%) | |
| Photocopying | 10,000 | 16,239 | 6,239 | 38.4% | |
| Postage | 90,000 | 90,652 | 652 | 0.7% | |
| Telephone | 0 | 38,601 | 38,601 | 100.0% | 4 |
| Couriers | 100 | 43 | (57) | (131.7%) | |
| Office equipment < £1000 | 14,794 | 36,072 | 21,278 | 59.0% | 5 |
| Office equipment rental | 5,400 | 6,975 | 1,575 | 22.6% | |
| Catering | 17,000 | 11,583 | (5,417) | (46.8%) | |
| Other office services | 32,800 | 9,427 | (23,373) | (248.0%) | 6 |
| Office equipment disposals | 1,000 | - | (1,000) | 0.0% | |
| Room Hire | 83,991 | 42,135 | (41,856) | (99.3%) | 7 |
| Office Services | 295,589 | 282,959 | (12,630) | (4.5%) | |
| Internet/3G | 252 | 866 | 614 | 70.9% | |
| Computer Services | 252 | 866 | 614 | 70.9% | |
| Other Professional Fees | 5,000 | - | (5,000) | 100.0% | |
| Legal Advice | 0 | 2,243 | 2,243 | 100.0% | |
| Professional fees | 5,000 | 2,243 | (2,758) | 100.0% | |
| Books and publications | 492 | 99 | (393) | (397.0%) | |
| General insurance | 0 | 34,274 | 34,274 | 100.0% | 8 |
| Health and safety | 11,520 | 12,220 | 700 | 5.7% | |
| Training | 3,000 | 2,750 | (250) | (9.1%) | |
| Subscriptions | 200 | 246 | 46 | 18.7% | |
| Specific Departmental Costs | 15,212 | 49,589 | 34,377 | 69.3% | |
| DEPARTMENTAL TOTAL | 894,708 | 872,075 | (22,633) | (2.6%) | |

Notes to variances

- 1 Due to Central Government 5 year revision of rateable values, increase of 49%.
- 2 Overpayment due to estimated billing resulting in credit back from suppliers in 2009/10.
- 3 Overspend due to 24/7 guarding following break-in during 2009/10.
- 4 Telephone costs transferred from Facilities Dept to IT.
- 5 Decrease due to purchase of furniture for Stannary street extension in 2009/10.
- 6 Increase due to work investigating Carbon Footprint and offsetting costs.
- 7 Increase due to hire of additional office space.
- 8 General Insurance transferred from Facilities Dept to Finance.

COST CENTRE: FINANCE

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | | |
| Basic pay | 289,282 | 275,647 | (13,635) | (4.9%) | 1 |
| Overtime pay | 1,200 | 1,186 | (14) | (1.2%) | |
| National insurance cost | 34,525 | 30,478 | (4,046) | (13.3%) | 2 |
| Pension cost | 23,534 | 24,640 | 1,106 | 4.5% | |
| Temporary staff | 13,452 | 23,183 | 9,731 | 42.0% | 3 |
| Payroll | 361,993 | 355,134 | (6,858) | (1.9%) | |
| Fares | 1,800 | 1,820 | 20 | 1.1% | |
| Subsistence | 1,020 | 1,379 | 359 | 26.0% | |
| Travel & Subsistence | 2,820 | 3,199 | 379 | 11.8% | 4 |
| Printing and stationery | 5,200 | 5,612 | 412 | 7.3% | |
| Room Hire | 2,500 | 445 | (2,055) | (461.5%) | |
| Mobile phone | 720 | 388 | (332) | (85.3%) | |
| Couriers | 2,500 | 2,607 | 107 | 4.1% | |
| Office Services | 10,920 | 9,053 | (1,867) | (20.6%) | |
| Systems support | 0 | 14,832 | 14,832 | 100.0% | 2 |
| Internet/3G | 0 | 449 | 449 | 100.0% | |
| Computer Services | 0 | 15,281 | 15,281 | 100.0% | |
| Other Professional Fees | 20,000 | 20,416 | 416 | 2.0% | |
| Legal Advice | 1,000 | 1,883 | 883 | 46.9% | |
| Internal Audit | 31,584 | 25,354 | (6,230) | (24.6%) | 3 |
| External Audit Fees | 50,000 | 63,262 | 13,262 | 21.0% | |
| Pension Administration | 27,400 | 4,160 | (23,240) | (558.6%) | 4 |
| Taxation Advice | 8,000 | 13,900 | 5,900 | 42.4% | |
| Professional Fees | 137,984 | 128,975 | (9,009) | (7.0%) | |
| Small project costs | 10,000 | 0 | (10,000) | 0.0% | |
| Project costs | 10,000 | 0 | (10,000) | 0.0% | |
| Bank charges | 78,000 | 79,557 | 1,557 | 2.0% | |
| Subscriptions | 1,500 | 1,078 | (422) | (39.1%) | |
| Training | 8,500 | 9,046 | 546 | 6.0% | |
| General Insurance | 35,000 | 0 | (35,000) | 0.0% | 5 |
| Specific Departmental Costs | 123,000 | 89,681 | (33,319) | (37.2%) | |
| DEPARTMENTAL TOTAL | 646,717 | 601,323 | (45,394) | (7.5%) | |

| Notes to variances | |
|---------------------------|---|
| 1 | Increase in payroll cost due to vacancy carried in 2009/10 not filled |
| 2 | Systems support - this has transferred to IT dept. |
| 3 | Reduction in audit fees due to only using one external auditor and 2009/10 needed additional IFRS conversion audit work |
| 4 | Pension admin costs higher as able to claim back CPSM admin cost in 2009/10. Taken from pension fund surplus. |
| 5 | General Insurance - transferred from Facilities Dept to Finance. (2009/10 cost was £34,274) |

COST CENTRE: FITNESS TO PRACTISE

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|--------------------------------------|---------------------------|-------------------------------|--------------------|-----------------|-------------|
| | £ | £ | £ | | |
| Basic pay | 1,204,010 | 900,565 | (303,445) | (33.7%) | 1 |
| Overtime | 15,000 | 7,791 | (7,209) | (92.5%) | |
| National insurance cost | 137,823 | 94,506 | (43,316) | (45.8%) | 2 |
| Pension cost | 54,998 | 38,565 | (16,433) | (42.6%) | |
| Temporary staff | 36,000 | 49,160 | 13,160 | 26.8% | |
| Payroll | 1,447,831 | 1,090,588 | (357,243) | (32.8%) | |
| Fares | 51,800 | 33,802 | (17,998) | (53.2%) | |
| Subsistence | 0 | 9,701 | 9,701 | 100.0% | |
| Conferences | 0 | 233 | 233 | 100.0% | |
| Travel & Subsistence | 51,800 | 43,735 | (8,065) | (18.4%) | |
| Security | 15,000 | 0 | (15,000) | 0.0% | 3 |
| Property Services | 15,000 | 0 | (15,000) | 0.0% | |
| Printing and stationery | 94,260 | 64,153 | (30,107) | (46.9%) | 4 |
| Room Hire | 147,800 | 132,075 | (15,725) | (11.9%) | |
| Video conferencing | 5,000 | 750 | (4,250) | 0.0% | 4 |
| Catering | 65,200 | 53,365 | (11,835) | (22.2%) | |
| Mobile Phone | 4,000 | 1,168 | (2,832) | (242.4%) | |
| Office Services | 316,260 | 251,512 | (64,748) | (25.7%) | |
| Internet/3G | 2,000 | 1,010 | (990) | (97.9%) | |
| Computer Services | 2,000 | 1,010 | (990) | (97.9%) | |
| Panels (Fee & Travel) | 1,666,800 | 1,465,007 | (201,793) | (13.8%) | 5 |
| Registration Appeals (Fee & Travel) | 24,300 | 8,009 | (16,291) | (203.4%) | 6 |
| Witness | 111,900 | 100,807 | (11,093) | (11.0%) | |
| Partners | 1,803,000 | 1,573,823 | (229,177) | (14.6%) | |
| Annual Reports (Design, Distribute) | 10,000 | 13,058 | 3,058 | 23.4% | |
| Brochures (Design, Prod, Distribute) | 12,000 | 4,293 | (7,707) | (179.5%) | |
| Communications | 22,000 | 17,351 | (4,649) | (26.8%) | |
| Legal Advice | 216,096 | 182,298 | (33,798) | (18.5%) | 6 |
| Other Legal Costs | 30,000 | 133,935 | 103,935 | 77.6% | 7 |
| Disc Trans Writer | 334,988 | 377,498 | 42,510 | 11.3% | 8 |
| Legal Expenses | 2,805,125 | 2,188,377 | (616,748) | (28.2%) | 9 |
| Professional Fees | 3,386,209 | 2,882,109 | (504,100) | (17.5%) | |
| Small Project costs | 10,000 | 32,238 | 22,238 | 69.0% | 10 |
| Project Costs | 10,000 | 32,238 | 22,238 | 69.0% | |
| Counselling | 2,000 | 1,752 | (248) | (14.1%) | 9 |
| Legal insurance | 35,000 | 31,500 | (3,500) | (11.1%) | |
| Staff training | 54,723 | 53,535 | (1,188) | 0.0% | |
| Subscriptions | 0 | 12 | 12 | 0.0% | |
| Specific Departmental Costs | 91,723 | 86,799 | (4,924) | (25.2%) | |
| DEPARTMENTAL TOTAL | 7,145,823 | 5,979,165 | (1,166,658) | (19.5%) | |

| Notes to variances | |
|---------------------------|--|
| 1 | The department headcount has increased from 35 in the reforecast to 42 in order for HPC to be able to manage the anticipated 25% increase in the number of cases and hearings. |
| 2 | NI has increased due to the increase in headcount as noted above |
| 3 | Although security has not been required in 2009-10, budget is allocated to this on the basis that some hearings may require extra security in 2010-11. The FTP team have clear criteria on when security should be considered |
| 4 | Bundles prepared for Investigating Committee Panels have increased in size and it is anticipated that more bundles |
| 5 | Panel costs have increased due to the increase in the number of days of hearings |
| 6 | Extra budget is accounted for here to take into account more complex legal advice relating to DPA and FOIA requests and the number of cases where we may need to apply for a review to the High Court of an interim order application |
| 7 | The number of outstanding high court appeals is lower than at the same point in 2009-10 |
| 8 | Suppliers of transcription writer services were changed mid year with a rebate scheme negotiated as part of the tender |
| 9 | The hours negotiated with the legal services provided for FTP cases is based on a capped hours arrangement. The increase in hours is broadly in line with the predicted increase in the number of hearings expected to conclude in 2010-11 |
| 10 | The department has budget for one small project with financial implications in 2010-11. The small project budgetted for in 2009-10 was a research project with larger costs allocated to it |

COST CENTRE: HUMAN RESOURCES

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | % | |
| Basic pay | 148,578 | 127,193 | (21,385) | (16.8%) | 1 |
| Overtime | 501 | 82 | (419) | (513.1%) | |
| National insurance cost | 18,030 | 14,383 | (3,647) | (25.4%) | |
| Pension cost | 7,288 | 4,825 | (2,464) | (51.1%) | |
| Staff recruitment | 192,000 | 167,994 | (24,006) | (14.3%) | 2 |
| Temporary Staff | 3,500 | 907 | (2,593) | (286.0%) | |
| Payroll Contingency | 15,000 | 18,000 | 3,000 | 16.7% | |
| Payroll | 384,898 | 333,383 | (51,515) | (15.5%) | |
| Fares | 1,500 | 502 | (998) | (199.0%) | |
| Subsistence | 600 | 484 | (116) | (23.9%) | |
| Travel & Subsistence | 2,100 | 986 | (1,114) | (113.0%) | |
| Printing and stationery | 800 | 505 | (295) | (58.5%) | |
| Courier charges | 150 | 51 | (99) | (194.1%) | |
| Room Hire | 0 | 340 | 340 | 100.0% | |
| Mobile telephone | 495 | 426 | (69) | (16.2%) | |
| Office Services | 1,445 | 1,322 | (123) | (9.3%) | |
| Systems support | 0 | 0 | 0 | 0.0% | |
| Internet/3G | 300 | 395 | 95 | 24.0% | |
| Computer Services | 300 | 395 | 95 | 24.0% | |
| Other Professional Fees | 39,200 | 23,692 | (15,508) | (65.5%) | 3 |
| Legal Advice | 0 | 2,573 | 2,573 | 100.0% | |
| Legal Expenses | 25,000 | 16,067 | (8,933) | (55.6%) | |
| Employee Assistance Programme | 9,000 | 6,964 | (2,036) | (29.2%) | |
| Reward Data | 10,000 | 9,817 | (183) | (1.9%) | |
| Professional Fees | 83,200 | 59,112 | (24,088) | (40.7%) | |
| Subscriptions | 2,750 | 1,924 | (826) | (43.0%) | |
| Training | 5,000 | 7,433 | 2,433 | 32.7% | |
| Organisational Training | 40,000 | 28,201 | (11,799) | (41.8%) | 4 |
| Specific Departmental Costs | 47,750 | 37,557 | (10,193) | (27.1%) | |
| DEPARTMENTAL TOTAL | 519,693 | 432,755 | (86,938) | (20.1%) | |

Notes to variances

- 1 Increase in payroll cost due to maternity cover.
- 2 Increase in recruitment expenses forecast based on 9 new posts that have been approved plus projected
- 3 Increase in professional fees due to consultancy costs for the review of the pay process small project
- 4 Staff shortages in HR during 2009/10 resulted in underspend. Budget for 2010/11 includes central training for HPC and management development.

COST CENTRE: INFORMATION TECHNOLOGY

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|--|---------------------------|-------------------------------|------------------|-----------------|-------------|
| | £ | £ | £ | % | |
| Basic pay | 221,742 | 218,816 | (2,926) | (1.3%) | |
| Overtime pay | 3,252 | 4,724 | 1,472 | 31.2% | |
| National insurance cost | 27,228 | 24,352 | (2,876) | (11.8%) | |
| Pension cost | 20,135 | 20,008 | (126) | (0.6%) | |
| Temporary Staff | 49,200 | 47,144 | (2,056) | (4.4%) | |
| Payroll | 321,556 | 315,045 | (6,511) | (2.1%) | |
| Fares | 1,000 | 1,888 | 888 | 47.0% | |
| Subsistence | 3,000 | 2,482 | (518) | (20.9%) | |
| Travel & Subsistence | 4,000 | 4,370 | 370 | 8.5% | |
| Printing & stationery | 300 | 282 | (18) | (6.2%) | |
| Mobile phone | 2,160 | 1,060 | (1,100) | (103.8%) | |
| Office Services | 2,460 | 1,342 | (1,118) | (83.3%) | |
| Internet/3G | 2,349 | 3,336 | 987 | 29.6% | |
| Hardware < £1000 | 14,350 | 16,153 | 1,803 | 11.2% | |
| General Hardware support and maintenance | 23,500 | 19,491 | (4,009) | (20.6%) | |
| Software Purchase | 0 | 10,043 | 10,043 | 100.0% | 1 |
| General software support and maintenance | 87,300 | 56,384 | (30,916) | (54.8%) | 2 |
| Netregulate software support and maintenance | 150,000 | 134,346 | (15,654) | (11.7%) | 3 |
| Managed Web & Internet services | 295,000 | 243,476 | (51,524) | (21.2%) | 4 |
| IT Consummerables | 7,500 | 5,581 | (1,919) | (34.4%) | |
| Specialist external support | 12,000 | 14,475 | 2,475 | 17.1% | |
| Offsite data archive | 1,520 | 1,760 | 240 | 13.6% | |
| IT Hardware Disposals | 1,500 | 5,307 | 3,807 | 0.0% | |
| Telephone | 50,000 | - | (50,000) | 0.0% | 5 |
| Computer Services | 645,019 | 510,350 | (134,669) | (26.4%) | |
| Legal Advice | 5,000 | 5,217 | 217 | 4.2% | |
| Professional Fees | 5,000 | 5,217 | 217 | 4.2% | |
| Project Costs | 53,150 | 56,810 | 3,660 | 6.4% | |
| Project costs | 53,150 | 56,810 | 3,660 | 6.4% | |
| Training | 9,400 | 4,026 | (5,374) | (133.5%) | |
| Subscriptions | 600 | 95 | (505) | (531.6%) | |
| Specific Departmental Costs | 10,000 | 4,121 | (5,879) | (142.7%) | |
| DEPARTMENTAL TOTAL | 1,041,185 | 897,255 | (143,930) | (16.0%) | |

Notes to variances

- 1 Software licences are now capitalised under new financial reporting rules.
- 2 Finance system costs transferred from Finance (the transferred cost is £20,500). Also, incorporates £9,500 of costs for the new FTP system.
- 3 Incorporates additional support charges for the Online Renewals application. Increased running costs were anticipated in the Online
- 4 Incorporates additional hosting charges for the Online Renewals application. Increased running costs were anticipated in the Online Renewals project business case.
- 5 Telephone system responsibility transferred from Facilities. Additional headcount in HPC will increase phone usage. (2009/10 out-turn cost was £38,601).

COST CENTRE: OPERATIONS OFFICE

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|---|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | % | |
| Basic pay | 321,469 | 270,803 | (50,665) | (18.7%) | 1 |
| National insurance cost | 39,641 | 31,078 | (8,563) | (27.6%) | |
| Pension cost | 32,384 | 30,901 | (1,483) | (4.8%) | |
| Payroll | 393,493 | 332,782 | (60,712) | (18.2%) | |
| Fares | 5,400 | 7,772 | 2,372 | 30.5% | |
| Subsistence | 3,650 | 5,657 | 2,007 | 35.5% | |
| Conferences | 500 | 552 | 52 | 9.4% | |
| Travel & Subsistence | 9,550 | 13,981 | 4,431 | 31.7% | |
| Printing & Stationery | 500 | 560 | 60 | 10.7% | |
| Mobile phone | 1,080 | 487 | (593) | (121.6%) | |
| Office services | 1,580 | 1,047 | (533) | (50.9%) | |
| Internet & 3G | 748 | 949 | 201 | 21.2% | |
| Computer Services | 748 | 949 | 201 | 21.2% | |
| Legal Advice | 10,000 | 15,794 | 5,794 | 36.7% | |
| ISO 9001 Certification | 5,240 | 2,116 | (3,124) | (147.6%) | |
| ISO 27001 Certification - Info security | 18,206 | 0 | (18,206) | 100.0% | 2 |
| Professional Fees | 33,446 | 17,910 | (15,536) | (86.7%) | |
| Small project costs | 15,000 | 0 | (15,000) | 100.0% | 3 |
| Project Costs | 15,000 | 0 | (15,000) | 100.0% | |
| Disaster contingency plan | 17,000 | 16,957 | (43) | (0.3%) | |
| Archive storage | 22,000 | 29,625 | 7,625 | 25.7% | |
| Subscriptions | 800 | 179 | (621) | (347.7%) | |
| Training | 8,800 | 17,398 | 8,598 | 49.4% | |
| Specific Departmental Costs | 48,600 | 64,158 | 15,558 | 24.2% | |
| DEPARTMENTAL TOTAL | 502,417 | 430,827 | (71,590) | (16.6%) | |

Notes to variances

1 Due to employees leaving the post, the project manager post was not filled for 6 months of the 2009/10 financial year. This post will be filled at the end of March. Also, one individual will be on maternity leave in 2010/11 and this figure has increased due to cover for this position.

2 This is a new task to bring HPC's management of information security up to the ISO 27001 international standard.

3 This covers 3 new departmental projects; DP3 Notes development of ISO 9001 system to integrate with the intranet, DP4 Notes development of customer services tracking system, DP5 Restoration/decontamination of limited historic documentation

COST CENTRE: HR - PARTNERS

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | | |
| Basic pay | 108,441 | 68,723 | (39,718) | (57.8%) | 1 |
| Overtime | 0 | 161 | 161 | 100.0% | |
| National insurance cost | 12,267 | 6,808 | (5,459) | (80.2%) | |
| Pension cost | 2,420 | 0 | (2,420) | 100.0% | |
| Temporary Staff | 3,600 | 3,393 | (207) | (6.1%) | |
| Payroll | 126,728 | 79,084 | (47,643) | (60.2%) | |
| Fares | 500 | 211 | (289) | (137.5%) | |
| Subsistence | 250 | 149 | (101) | (67.8%) | |
| Travel & Subsistence | 750 | 360 | (390) | (108.6%) | |
| Printing and stationery | 3,000 | 1,767 | (1,233) | (69.8%) | |
| Office Services | 3,000 | 1,767 | (1,233) | (69.8%) | |
| Partners Recruitment & Interviews | 47,225 | 21,912 | (25,313) | (115.5%) | 2 |
| Partners Training | 224,442 | 222,221 | (2,221) | (1.0%) | |
| Partners | 271,667 | 244,133 | (27,534) | (11.3%) | |
| Legal advice | 5,000 | 249 | (4,751) | (1908.0%) | |
| Training | 5,000 | 750 | (4,250) | (566.7%) | |
| Subscriptions | 0 | 0 | 0 | 0.0% | |
| Specific Departmental Costs | 10,000 | 999 | (9,001) | (901.0%) | |
| DEPARTMENTAL TOTAL | 412,144 | 326,343 | (85,801) | (26.3%) | |

Notes to variances

1 Increase in payroll cost due to increase in headcount of the Partners team. 3 for part of year 2009/10 and 4 for all year 2010/11.

2 There is an increase in the amount budgeted for in partner recruitment due to: 80% of partner agreements expiring in 2010-2011 and it is anticipated that replacement recruitment will be required for Registration Assessor, Visitor and Panel Member across multiple professions. An increase in FTP hearings requires recruiting additional lay panel members and panel members across specific professions where there has been an increase in the number of hearings.

COST CENTRE: POLICY & STANDARDS

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|---------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | | |
| Basic pay | 149,440 | 133,767 | (15,673) | (11.7%) | 1 |
| Overtime | 3,000 | 948 | (2,052) | 0.0% | |
| National insurance cost | 17,925 | 13,807 | (4,118) | (29.8%) | |
| Pension cost | 12,012 | 19,451 | 7,439 | 38.2% | |
| Temporary staff | 0 | 6,684 | 6,684 | 100.0% | |
| Payroll | 182,377 | 174,657 | (7,721) | (4.4%) | |
| Fares | 13,000 | 10,295 | (2,705) | (26.3%) | |
| Subsistence | 6,000 | 5,077 | (923) | (18.2%) | |
| Conferences | 3,750 | 1,524 | (2,226) | (146.0%) | |
| Travel & Subsistence | 22,750 | 16,896 | (5,854) | (34.6%) | |
| Fees | 5,270 | 1,220 | (4,050) | (332.0%) | |
| Travel & subsistence | 3,400 | 2,418 | (982) | (40.6%) | |
| Council & Committee | 8,670 | 3,638 | (5,032) | (138.3%) | |
| Printing & Stationary | 34,750 | 32,303 | (2,447) | (7.6%) | |
| Mobile phone | 1,534 | 363 | (1,171) | (322.5%) | |
| Room Hire | 1,000 | 707 | (293) | 0.0% | |
| Office Services | 37,284 | 33,373 | (3,911) | (11.7%) | |
| Internet & 3G | 0 | 347 | 347 | 100.0% | |
| Computer Services | 0 | 347 | 347 | 100.0% | |
| Standards of Proficiency (Prod, Dist) | 13,200 | 9,200 | (4,000) | (43.5%) | 2 |
| General Events (Internal & External) | 18,400 | 3,168 | (15,232) | (480.8%) | |
| Research | 10,000 | 5,750 | (4,250) | (73.9%) | |
| Communications | 41,600 | 18,118 | (23,482) | (129.6%) | |
| Legal Advice | 7,000 | 2,794 | (4,206) | (150.6%) | |
| Professional Fees | 7,000 | 2,794 | (4,206) | (150.6%) | |
| Training | 10,600 | 9,617 | (983) | (10.2%) | |
| Subscriptions | 2,700 | 2,700 | 0 | 0.0% | |
| Specific Departmental Costs | 13,300 | 12,317 | (983) | (8.0%) | |
| DEPARTMENTAL TOTAL | 312,982 | 262,140 | (50,841) | (19.4%) | |

| Notes to variances | |
|---------------------------|---|
| 1 | Increase in basic pay due to periods in which positions were vacant in 2009/10. |
| 2 | Events are planned in 2010/11 as part of work exploring alternative mechanisms for resolving complaints, the review of the threshold level of qualification for entry to the Register and continued work on the potential regulation of psychotherapists and counsellors. |

COST CENTRE: REGISTRATION

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|---------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | % | |
| Basic pay | 889,812 | 758,736 | (131,076) | (17.3%) | 1 |
| Overtime pay | 24,000 | 36,353 | 12,353 | 34.0% | 2 |
| National insurance cost | 97,161 | 84,871 | (12,290) | (14.5%) | 2 |
| Pension cost | 54,482 | 48,650 | (5,833) | (12.0%) | 2 |
| Temporary Staff | 10,000 | 71,984 | 61,984 | 86.1% | 3 |
| Payroll | 1,075,456 | 1,000,595 | (74,861) | (7.5%) | |
| Fares | 2,500 | 2,487 | (13) | (0.5%) | 3 |
| Subsistence | 2,004 | 3,027 | 1,023 | 33.8% | 3 |
| Conferences | 2,000 | 760 | (1,240) | (163.3%) | 3 |
| Staff Travel & Subsistence | 6,504 | 6,274 | (230) | (3.7%) | |
| Printing and stationery | 187,991 | 370,288 | 182,297 | 49.2% | 4 |
| Mobile Phone | 360 | 342 | (18) | (5.3%) | 4 |
| Room Hire | 0 | 0 | 0 | 0.0% | 4 |
| Office Services | 188,351 | 370,630 | 182,279 | 49.2% | |
| Internet/3G | 750 | 429 | (321) | (74.8%) | 5 |
| Computer Services | 750 | 429 | (321) | (74.8%) | |
| International Assessments | 178,704 | 201,706 | 23,002 | 11.4% | 5 |
| Grandparenting assessments | 21,600 | 11,856 | (9,744) | (82.2%) | 6 |
| CPD Assessors | 98,805 | 124,651 | 25,847 | 20.7% | 6 |
| Test of Competence (All Professions) | 9,480 | 6,765 | (2,715) | (40.1%) | 6 |
| Appitpde Tests | 1,264 | 0 | (1,264) | 0.0% | 6 |
| Partners | 309,853 | 344,979 | 35,126 | 10.2% | |
| Other professional fee | 0 | 244 | 244 | 100.0% | |
| Legal Advice | 4,000 | 3,972 | (28) | (0.7%) | |
| Professional Fees | 4,000 | 4,217 | 217 | 5.1% | |
| Small project costs | 2,000 | 38,941 | 36,941 | 94.9% | 7 |
| Project Costs | 2,000 | 38,941 | 36,941 | 94.9% | |
| Subscriptions | 4,450 | 4,550 | 100 | 2.2% | |
| Training | 24,760 | 30,169 | 5,409 | 17.9% | |
| Specific Departmental Costs | 29,210 | 34,719 | 5,509 | 15.9% | |
| DEPARTMENTAL TOTAL | 1,616,124 | 1,800,783 | 184,659 | 10.3% | |

Notes to variances

| | |
|---|--|
| 1 | Increase in payroll cost due to vacancies carried in 2009/10 not filled and pay equalisation adjustment. |
| 2 | Reduction in need for overtime as less professions renewing registration in 2010-2011 compared to 2009-2010 |
| 3 | Reduction in need for temporary staff as less professions renewing registration 2010-2011 compared to 2009-2010 |
| 4 | Reduction in printing and stationery costs as less professions renewing registration 2010-2011 compared to 2009-2010 |
| 5 | Reduction in assessors fees costs as a direct result of the reduction in forecasted applications from International applicants |
| 6 | Reduction in the CPD assessment costs as a direct result of the reduced number of CPD profiles that will require assessment |
| 7 | Reduction in operational expenditure required to implement small projects with all capital expenditure detailed in the project management budget |

COST CENTRE: SECRETARIAT

| | Budget 2010-11 | Reforecast 2009-10 | Variance | Variance | Note |
|---------------------------------------|---------------------------|-------------------------------|-----------------|-----------------|-------------|
| | £ | £ | £ | % | |
| Basic pay | 146,435 | 144,271 | (2,164) | (1.5%) | |
| National insurance cost | 17,510 | 15,649 | (1,861) | (11.9%) | |
| Pension cost | 12,338 | 11,093 | (1,245) | (11.2%) | |
| Temporary Staff | 0 | 1,000 | 1,000 | 0.0% | |
| Payroll | 176,283 | 172,013 | (4,270) | (2.5%) | |
| Fares | 2,800 | 2,685 | (115) | (4.3%) | |
| Subsistence | 3,200 | 1,525 | (1,675) | (109.8%) | |
| Conferences | 2,000 | 2,177 | 177 | 8.1% | |
| Staff Travel & Subsistence | 8,000 | 6,387 | (1,613) | (25.2%) | |
| Printing and stationery | 30,650 | 44,894 | 14,244 | 31.7% | 1 |
| Room Hire | 4,600 | 0 | (4,600) | 0.0% | 2 |
| Mobile telephone | 350 | 138 | (212) | (153.8%) | |
| Office Services | 35,600 | 45,032 | 9,432 | 20.9% | |
| Other professional fees | 15 | 15 | 0 | 0.0% | |
| Legal advice | 20,000 | 36,316 | 16,316 | 44.9% | 3 |
| Professional Fees | 20,015 | 36,331 | 16,316 | 44.9% | |
| Small Project costs | 0 | 0 | 0 | 0.0% | |
| Project costs | 0 | 0 | 0 | 0.0% | |
| Training | 12,500 | 7,056 | (5,444) | (77.2%) | |
| Specific Departmental Costs | 12,500 | 7,056 | (5,444) | (77.2%) | |
| DEPARTMENTAL TOTAL | 252,398 | 266,818 | 14,420 | 5.4% | |

Notes to variances

- 1 As a result of the introduction of the laptop allowance, a significant decrease in the cost of printing is anticipated.
- 2 Provision has been made in the budget for room hire to cover costs of rooms required for meetings of the PLG.
- 3 During the course of 2009/2010, a significant amount of legal advice was required as a result of the Section 60 which introduced the restructured Council. The budget for 2010/2011 has been decreased to reflect the anticipated spend on legal advice in the forthcoming year.