

Finance and Resources Committee

Public minutes of the 60th meeting of the Finance and Resources Committee held as follows:-

Date: Monday 6 September 2010

Time: 10:30 am

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

Present: Keith Ross (Chair)
Malcolm Cross
Julia Drown
John Harper
Arun Midha
Neil Willis

In attendance:

Mr C Bendall, Secretary to the Committee
Mr G Butler, Director of Finance
Ms M Dhaliwal, Financial Accountant
Mr R Dunn, Head of Business Process Improvement
Mr G Gaskins, Director of Information Technology
Mr S Hall, Facilities Manager
Ms T Haskins, Director of Human Resources
Professor J Lucas, Chair, Audit Committee (observer)
Ms K Neuschafer, Partner Manager
Mr G Ross-Sampson, Director of Operations
Mr M J Seale, Chief Executive and Registrar
Dr A van der Gaag, Council Chair

Item 1.10/111 Apologies for absence

- 1.1 Apologies for absence were received from Mary Clark-Glass, Sheila Drayton, Richard Kennett (Chair) and Eileen Thornton.
- 1.2 In the Chair's absence, the Committee nominated Keith Ross as Chair.

Item 2.10/112 Approval of agenda

- 2.1 The Committee approved the agenda, subject to considering a tabled paper on purchase order, invoice and expenses signatories as item 11.

Item 3.10/113 Declarations of members' interests

- 3.1 Members had no interests to declare in connection with the items on the agenda.

Item 4.10/114 Minutes of the Finance and Resources Committee meeting of 29 July 2010 (report ref: FRC 77/10)

- 4.1 It was agreed that the minutes of the 59th meeting of the Finance and Resources Committee should be confirmed as a true record and signed by the Chair.

Item 5.10/115 Matters arising (report ref: FRC 78/10)

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

Item 6.10/116 Finance report (report ref: FRC 79/10)

- 6.1 The Committee received a report on the work of the Finance Department.
- 6.2 The Committee noted that the department was reviewing the electronic Purchase Requisition System (PRS) to make better use of the system for the benefit of HPC. The department intended to upgrade PRS in 2011-12. If the project proceeded, it would be treated as a major project because it affected all departments at HPC.
- 6.3 The Committee noted that the department had met the National Audit Office to identify areas where improvements could be made to the audit of the annual report and accounts.
- 6.4 The Committee noted that the management accounts to 31 July 2010 showed favourable variances in a number of areas, such as a delay in

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recruiting to some employee positions. The Committee noted that recruitment was under way for several posts and it was expected that the favourable variance would be reversed.

- 6.5 The Committee noted that, for the financial year to date, budgeted and actual income and expenditure were closely aligned. The Committee noted the Director of Finance's assurance that there were no significant issues of concern in relation to the financial situation.
- 6.6 The Committee noted that, at its meeting on 29 July 2010, it had agreed that the management accounts should show the expected out-turn for the end of the financial year. The Committee noted that a six month reforecast of the year end position was due to be prepared after the end of September and would be available at the next meeting.

Item 7.10/117 Human Resources report (report ref: FRC 80/10)

- 7.1 The Committee received a report on the work of the Human Resources Department.
- 7.2 The Committee noted that recruitment was under way for a number of posts. Due to lower volumes of recruitment and in order to make cost savings, the department was testing internet-only advertising for some posts. Previously, most recruitment had been carried out through employment agencies. The costs, success rates and feedback from managers would be closely monitored and evaluated.
- 7.3 The Committee noted that work had begun to create a management development programme.
- 7.4 The Committee noted that three agency days had been used in July 2010.

Item 8.10/118 Partner Manager report (report ref: FRC 81/10)

- 8.1 The Committee received a report on the work of the Partner Manager.
- 8.2 The Committee noted that recruitment was under way for additional lay panel members and there had been approximately 100 applications to date.
- 8.3 The Committee noted that orthoptist registrants had been contacted in an attempt to fill two panel member vacancies which had remained unfilled after a recent campaign.
- 8.4 The Committee noted that appraisal of Registration Assessors had commenced, with physiotherapists being the first profession to undergo

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peer appraisal. Panel member appraisals and Visitor appraisals were also continuing.

- 8.5 The Committee noted that the Human Resources Department, including Partner work, would be subject to internal audit by the British Standards Institute in October 2010, as part of the audit programme.
- 8.6 The Committee noted that there were 645 Partners for the year to date, compared with a forecast total of 722. The Committee noted that a large number of contracts had come to an end in July 2010 and recruitment would take place to fill the vacancies.

Item 9.10/119 Information Technology report (report ref: FRC 82/10)

- 9.1 The Committee received a report on the work of the Information Technology Department.
- 9.2 The Committee noted that the laptop replacement project had been completed.
- 9.3 The Committee noted that the department was implementing an upgrade to the scanning system of the Registration system.
- 9.4 The Committee noted that, following quarterly penetration testing of the IT environment, action had been taken to address the vulnerabilities which had been identified.
- 9.5 The Committee noted that there was a major project to capture the Independent Safeguarding Authority number for applicants. The project had been rescheduled following the Government's announcement concerning the re-scoping of its Vetting and Barring Scheme. The project team would review the status of the project following the Government's comprehensive spending review. The Committee noted that the project team would also seek clarification about the separate scheme which was being established in Scotland. The Committee noted that the project was being lead by the Fitness to Practise Department.

Item 10.10/120 Operations report (report ref: FRC 83/10)

- 10.1 The Committee received a report on Operations, covering the Registration Department, project management, facilities management and business improvement.
- 10.2 The Committee noted that 96.1% of chiropodists/podiatrists had successfully renewed their registration, which was an improvement of 3.4% compared to the last renewal period. 6226 registrants had renewed

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online, representing 48% of those registrants invited to renew their registration.

- 10.3 The Committee noted that a project had been initiated to transfer regulatory functions from the General Social Care Council (GSCC) to HPC. The project plan was being prepared and would be discussed at the Executive Management Team away day on 10 September 2010.
- 10.4 The Committee noted that work had been carried out in August 2010 to address areas of the office showing evidence of damp penetration and to redecorate the main staircase and traffic routes. In addition, access control had been integrated into the lift. It was intended that motion-sensitive lights would be installed, to reduce electricity use.
- 10.5 The Committee noted that the next audit of HPC's quality management system was due to be conducted by the British Standards Institute (BSI) in October 2010. It was expected that Lisa Clarke of BSI would conduct the audit and that a new auditor would conduct future audits.
- 10.6 The Committee noted that the risk register had been revised to identify risks around implementing HPC's actions from the White Paper 'Liberating the NHS: Report of the arms-length bodies review'. The register was due to be considered by the Audit Committee on 23 September 2010.

Item 11.10/121 Purchase order, invoice and expenses signatories

- 11.1 The Committee received a tabled paper for discussion/approval from the Executive.
- 11.2 The Committee noted that, due to changes in the structure of the Fitness to Practise Department, it was recommended that an additional employee should be added to the signatory list, for amounts up to £1000.
- 11.3 The Committee agreed to add one additional member of the Fitness to Practise team to the authorisation list, for amounts up to £1000.

Action: GB (by 22 November 2010)

Item 12.10/122 Any other business

- 12.1 There was no other business.

Item 13.10/123 Date and time of next meeting

- 13.1 The next meeting of the Committee would be held at 10.30 am on Monday 22 November 2010.

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13.2 Subsequent meetings would be held at 10.30 am on

Thursday 27 January 2011
Thursday 3 March 2011 (Remuneration Committee only)
Thursday 17 March 2011
Thursday 28 April 2011
Tuesday 21 June 2011
Wednesday 7 September 2011
Thursday 24 November 2011

Resolution

The Committee agreed to adopt the following resolution:

'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 Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.'

Summary of those matters considered whilst the public were excluded

Item 14.10/124 Minutes of the private part of the Finance and Resources Committee of 29 July 2010 (report ref: FRC 84/10)

The Committee considered and approved the minutes of the private part of the Finance and Resources Committee meeting held on 29 July 2010.

Item 15.10/125 Matters arising (report ref: FRC 85/10)

The Committee noted matters arising from the minutes.

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Item 16.10/126 Review of banking facilities (report ref: FRC 86/10)

The Committee agreed arrangements for HPC's banking facilities.

Item 17.10/127 Office accommodation (report ref: FRC 87/10)

The Committee agreed further work on developing the HPC's office accommodation strategy.

Item 18.10/128 Any other business

The Committee discussed the possible financial consequences of the proposed transfer of regulatory functions from the GSCC to HPC.

Chair

Date

Unconfirmed

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