

**HEALTH PROFESSIONS COUNCIL**  
**FINANCE AND RESOURCES COMMITTEE**  
**MINUTES**

**of the 5th Meeting of the Finance and Resources Committee held at Park House, 184  
Kennington Park Road, London, SE11 4BU on Tuesday 29<sup>th</sup> October 2002**

**PRESENT**

Mr Colin Lea, Chairman  
Professor Norma Brook  
Mr Keith M Ross  
Mrs Jackie Stark  
Mrs Barbara A Stuart  
Mr Neil Willis  
Dr Sandy Yule  
Mr Daniel Ross (co-opted)

Mr Marc Seale (Chief Executive and Registrar)  
Mr Paul Baker FCA (Secretary)

**In attendance:**

Mr Richard Ballard (Management Accountant)  
Ms Giercia Malcolm (Director – Operations) (part)  
Mr Chris Middleton (Director – Communications)

**1 APOLOGIES FOR ABSENCE**

- 1.1 Apologies had been received from Mr Michael W Barham, Mr Robert Clegg, Professor John Harper and Mr William A Munro.

**2 APPROVAL OF AGENDA**

- 2.1 The Draft Agenda was adopted as the Agenda for the Meeting.

**3 APPROVAL OF MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2002**

- 3.1 It was AGREED that the minutes of the fourth meeting of the Health Professions Council Finance and Resources Committee be confirmed as a true record and signed by the Chairman.

**4 MATTERS ARISING**

- 4.1 A paper indicating progress on various matters was NOTED as follows.

4.2 **Standing Financial Instructions**

A draft was currently being reviewed by the Auditors.

**ACTION: PKHB/BDO Stoy Hayward**

4.3 **Payroll Policy**

It was noted that the HR Director would now provide details of Proposals for a Pay Uplift Policy and a Pay Progression Policy for the next meeting in November. (This would be discussed at a private Meeting of the Committee.)

**ACTION: HR DIRECTOR**

4.4 **Finance Training for Committee/Council Members**

The training scheduled for November will now take place in January and Committee Members were asked to let the Secretary know their availability.

**ACTION: COMMITTEE MEMBERS**

**5 REGIONAL QUALITY ASSURANCE ROADSHOWS**

- 5.1 It was AGREED that a sum of 1/3 of £4,000 be authorised to be contributed towards the costs of putting on 3 Roadshows by the Department of Health. This was not to set a precedent for future events. The other 2/3 would be funded by the DoH and the NMC.

**ACTION: DIRECTOR - EDUCATION & POLICY**

**6 ASSESSORS' FEES**

- 6.1 The Director-Operations presented a paper which indicated that to raise Assessors' Fees to £60 across all professions could result in an overspend on budget of about £60,000 for the year, if implemented on 1<sup>st</sup> November 2002.
- 6.2 After discussion, it was AGREED that all Assessors' Fees for international registrations be raised to £60 with effect from 1<sup>st</sup> November 2002.

**ACTION: MANAGER – INTERNATIONAL REGISTRATION**

**7 MANAGEMENT ACCOUNTS FOR JULY/AUGUST 2002**

- 7.1 The Management Accounts for September, which showed a cumulative surplus after six months of £52,546 against a budgeted deficit of £235,783 (favourable variance £288,329), were NOTED. However, after deducting unrealised losses on investments of £445,332, there was a deficit of £392,786, an adverse variance on budget of £157,003.
- 7.2 It was NOTED that the investment valuation had improved since September 30<sup>th</sup> by £64,547 (4.41%).
- 7.3 It was AGREED that a benchmarking service provided by the WM Company to help monitor our portfolio be purchased forthwith.
- 7.4 It was AGREED that an analysis of the DoH funded expenditure be provided for the next meeting.

**ACTION: PKHB**

## **8 PAYMENT OF EXPENSES**

- 8.1 The Secretary tabled a paper showing the payment of expenses and invoices had gradually improved through the year. Currently Council and Staff expenses were authorised on average 6.4 days after request and paid 8.7 days thereafter (including 3 days for transmission through the BACS system (or in some cases) by cheque). This totalled 15.1 days, the average over the past six months having been 26.7 days. Assessors were currently paid on average 16.9 days after request and invoices after 16.1 days.
- 8.2 The Committee NOTED the improvement and requested that the current performance at least be maintained.
- 8.3 The suggestion that a claim form be issued with the agenda of each subsequent meeting to enable committee members to make early claims was accepted.

## **9 BDO STOY HAYWARD SYSTEM REVIEW**

- 9.1 The Committee NOTED the report from the Secretary concerning the comments received from BDO Stoy Hayward following their review of the implementation of their procedural recommendations received earlier in the year. All recommendations had been implemented.

## **10 OFFICE ACCOMODATION**

- 10.1 A preliminary Indicative Overview Programme prepared by the building contractor, Parkeray Ltd., was tabled. Enabling works had started and the whole programme was shown as being completed by mid-July 2003. It was noted that the final contract had not yet been prepared, as final decisions concerning the Council Chamber had not yet been taken by the structural engineer.
- 10.2 A draft contract (without figures) had been received and had been passed to the solicitors for comment. It was AGREED that the final contract be laid before Council at its next meeting for authorisation.

**ACTION: PKHB**

## **12 ANY OTHER BUSINESS**

- 12.1 There was no Any Other Business

## **13 DATE AND TIME OF NEXT MEETING AND SUBSEQUENT MEETINGS**

- 13.1 The next meeting was confirmed as Tuesday 26<sup>th</sup> November 2002 at 11 a.m. at Park House.
- 13.2 A list of dates was provided for next year. It was AGREED that this list be amended to spread the meetings over Tuesdays, Wednesdays and Thursdays rather than predominately Tuesdays. It was also to include the 3 months ending 31<sup>st</sup> March 2004. The list, so amended, is now as follows (see over) and is subject to agreement by Council within the overall schedule of meetings:

13.3 **FINANCE & RESOURCES  
COMMITTEE**

**COUNCIL**

Tuesday 29<sup>th</sup> October 2002

Wednesday 13<sup>th</sup> November

Tuesday 26<sup>th</sup> November

Wednesday 11<sup>th</sup> December

Thursday 13<sup>th</sup> February 2003  
(to include Budget review)

Friday 7<sup>th</sup> March 2003

Wednesday 19<sup>th</sup> March

Wednesday 2<sup>nd</sup> April

Tuesday 20<sup>th</sup> May

Wednesday 4<sup>th</sup> June  
(Approval of Audited  
Financial Statements)

Tuesday 22<sup>nd</sup> July

Wednesday 17<sup>th</sup> September

Tuesday 23<sup>rd</sup> September

Wednesday/Thursday 8/9<sup>th</sup>  
October

Thursday 20<sup>th</sup> November

Thursday 11<sup>th</sup> December

Thursday 12<sup>th</sup> February  
(to include Budget review)

Tuesday 2<sup>nd</sup> March 2004

**The Committee resolved that the remainder of the meeting should be held in private because publicity would be prejudicial to the public interest, by reason of the confidential nature of the business transacted.**

Signed ..... (Chairman)

Date .....

**HEALTH PROFESSIONS COUNCIL**

**FINANCE AND RESOURCES COMMITTEE**

**MINUTES OF PRIVATE MEETING**

**of the Finance and Resources Committee held at Park House, 184 Kennington Park Road, London, SE11 4BU on Tuesday 29<sup>th</sup> October 2002**

**PRESENT**

Mr Colin Lea, Chairman  
Professor Norma Brook  
Mr Keith M Ross  
Mrs Jackie Stark  
Mrs Barbara A Stuart  
Mr Neil Willis  
Dr Sandy Yule  
Mr Daniel Ross (co-opted)

Mr Marc Seale (Chief Executive and Registrar)  
Mr Paul Baker FCA (Secretary)

**In attendance:**

Mr Richard Ballard (Management Accountant) (part)  
Mr Chris Middleton (Director – Communications) (part)  
Mr Greg Ross-Sampson (Project Manager) (part)

**1 DRAFT 5 YEAR PLAN**

- 1.1 The Chief Executive presented the draft 5 Year Plan and Commentary.
- 1.2 It was stressed that it required further refinement and was a working document, which would form the basis of the budget for 2003/4.
- 1.3 The President commented that references to Financial Reward with reference to Council Members should be amended. Council Members were reimbursed for loss of earnings. Fees and allowances should be referred to as costs.
- 1.4 It was acknowledged as the meeting was taken through the detail of the plan that certain assumptions require refining and subsequent editions of the plan would incorporate amended figures where necessary. It was agreed that no reference should be made to specific professions that might join in the five-year period.
- 1.5 It was agreed that further discussion was necessary before a decision was made with regard to the public availability of the plan in April 2003.

- 1.6 After extensive discussion, including the rejection of a revision of the annual fee from £60 to £59, it was AGREED that the following recommendations be made to Council:
- I. Approval of the draft 5 Year Plan.
  - II. The Fee Structure be despatched to the Privy Council for approval.
  - III. The 5 Year Plan is reviewed and updated to reflect additional information that becomes available before April 2003.
  - IV. The first year of the 5 Year Plan will be used as a guide for the 2003/4 HPC Annual Budget.

**SUBJECT TO COUNCIL RATIFICATION**

**2 REGISTRATION SYSTEM COMPUTERISATION**

- 2.1 The Project Manager presented his paper: Registration Development Project – Project Plan: Construction and Transition Phases
- 2.2 He indicated that Digital Steps have developed an architectural prototype focusing on the realisation of the core business functionality of HPC, which can be used as the foundation upon which to realise the remainder of the LISA project.
- 2.3 HPC and Digital Steps have developed an excellent working relationship and the latter have been chosen as the prime technical contractor to deliver the Construction and Transition phases of the LISA project.
- 2.4 The contractual relationship to be set up between HPC and Digital Steps was discussed. It was noted that the whole project was not to be covered under one contract, where the project would be progressed to its end before being tested. Each piece of work would be proven as it went along, so as to negate the risk of the whole failing. The Committee accepted this step-by-step validation approach as a good vehicle for minimising any risk. It was noted that if the project were to fail at any point, the existing Care system could still be used in the short term. It was AGREED that the Project Manager should provide a progress report to each subsequent meeting of the Committee.
- 2.5 The Committee AGREED that current work should not be held up and authorised funding of the project until the next meeting of the Committee.
- 2.6 It was AGREED that the Chief Executive bring a further paper to the next meeting setting out the likely costs and options so that these could be formally approved.

Signed ..... (Chairman)

Date .....