

**Health Professions Council
Finance and Resources Committee 22nd June 2006**

Annual Review of actions taken from 11th July 2005 - 7th July 2006

Executive Summary and Recommendations

Introduction

An annual review of the actions taken by the Committee is attached for information for the period 11th July 2005 - 7th July 2006.

Decision

The Committee is asked to note the actions that have been taken in the period 11th July 2005 – 7th July 2006.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

None.

Financial implications

None.

Appendices

List of actions taken in 2005-6.

Date of paper

16th May 2006.

ACTION POINTS

FINANCE AND RESOURCES COMMITTEE
PUBLIC MEETINGS

2005-2006

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Amendments to Finance and Resources Committee Standing Orders: Original and amended version of standing orders to be presented to next meeting (29 July 2005, Public minutes, 7.3)	MJS	20 September 2005	Actioned.
2	Bank Mandate: Amendments to be made. (29 July 2005, Public minutes, 8.3)	SL	20 September 2005	Actioned.
3	Recruitment of accountant members: Copy of partner recruitment process to be sent to Mrs Clark-Glass for comment. (29 July 2005, Public minutes, 9.4)	LM	20 September 2005	Actioned. See also action points 4, 13 and 22.
4	Recruitment of accountant members: Executive to begin identifying suitable candidates and establish selection panel. (29 July 2005, Public minutes, 9.3)	MJS	5 October 2005	Actioned. See also action points 13 and 22.

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2006-05-16

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RD: None

5	<p>Process to recruit internal auditors: Shortlist to be drawn up by Executive with advice from Baker Tilly and final recommendation to Council to be made by a selection panel.</p> <p>(29 July 2005, Public minutes, 10.5)</p>	MJS/ Chairman/ President	21 November 2005	<p>Actioned.</p> <p>Candidate firms were interviewed by the Audit Committee on 24 March 2006. The recommended firm was approved by Council on 11 May 2006</p>
6	<p>Business Reserve account: Executive to attempt to find a higher rate</p> <p>(29 July 2005, Public minutes, 12.3)</p>	SL	21 November 2005	
7	<p>Copy of Freedom of Information procedures to be provided to Mr Camp.</p> <p>(29 July 2005, Public minutes, 13.3)</p>	RD	21 November 2005	Actioned.
8	<p>Recruitment of Education and Policy Director: Education and Training Committee to discuss proposed structure of HPC.</p> <p>(29 July 2005, Public minutes, 14.6)</p>	MJS	29 September 2005	
9	<p>Audit Engagement Letter: Once wording of engagement letter agreed with National Audit Office, letter to be brought back to Committee for approval.</p> <p>(29 July 2005, Public minutes, 16.2)</p>	MJS	Ongoing	<p>Further discussion took place between the NAO and Baker Tilly about the wording of the letter. The Audit Committee authorised the Chief Executive to sign the engagement letter at its meeting on 2 May 2006.</p>

9	New employment contracts: Draft job offer letter and contract to be revised and circulated to members for consideration. (20 September 2005, Public minutes, 5.7)	LF/ CB	21 November 2005	Actioned. Ratified electronically.
10	New employment contracts: Proposed arrangements for sick pay to be circulated to members for consideration. (20 September 2005, Public minutes, 5.8)	LF/ CB	21 November 2005	Paper to note on 21 November 2005 indicated that existing arrangements would remain in place.
11	Ethnic monitoring: Further external advice to be sought about HPC's obligations under Race Relations (Amendment) Act 2000 and detailed strategy and timetable to be presented to 8 February 2006 meeting. (20 September 2005, Public minutes, 6.4)	LF	8 February 2006.	Actioned.
12	Sick leave: Comparison of sick leave between HPC and other industries to be circulated to members. (20 September 2005, Public minutes, 9.3)	LF/ CB	21 November 2005	
13	Accountant members of Finance and Resources Committee and Audit Committee: Role brief to be amended as discussed and posts to be advertised. (20 September 2005, Public minutes, 13.5)	MJS	21 November 2005	Actioned.

14	Revised investment policy should replace existing policy from 21 November 2005. (21 November 2005, Public minutes, 10.3)	SL	21 November 2005	Implemented with immediate effect.
15	Reserves policy: Subject to amendments discussed, revised policy should be implemented. (21 November 2005, Public minutes, 11.5)	SL	21 November 2005	Implemented with immediate effect.
16	Subject to the amendments discussed, section 31 of the Employee Handbook be approved with effect from 21 November 2005 (21 November 2005, Public minutes, 12.6)	LF/SL	21 November 2005	Implemented with immediate effect.
17	Re-appointment process for Partners to be submitted to Council on 1 March. (8 February 2006, Public minutes, 7.5)	LM	1 March 2006	Process approved by Council on 1 March 2006.
18	Equality and Diversity Scheme to be submitted to Council on 1 March. (8 February 2006, Public minutes, 9.6)	MJS	1 March 2006	Considered at Council on 1 March 2006. Project manager appointed.
19	Address Fitness to Practise, International Registration and Communications as first priority for Equality and Diversity Scheme. (8 February 2006, Public minutes, 9.7)	Executive Management Team	Ongoing	Considered at Council on 1 March 2006. Project manager appointed.

20	Revised draft Strategic Intent document to be submitted to Council on 1 March. (8 February 2006, Public minutes, 10.3)	MJS	1 March 2006	Approved at Council on 1 March 2006. To be revisited following publication of Foster and Donaldson reviews
21	International Scrutiny Fee: Identify all direct and indirect costs, forecast inflation and seek information on method used by other regulators. (8 February 2006, Public minutes, 11.4)	SL/ Finance Department	30 March 2006	Further paper included on agenda for 22 March 2006. See action point 23.
22	Accountant members of Finance and Resources Committee and Audit Committee should observe their counterpart's committee meetings. (8 February 2006, Public minutes, 13.5)	CB	1 March 2006	Actioned.
23	International Scrutiny fee should be raised from £200 to £350 per application, with effect from 1 January 2007. (22 March 2006, Public minutes, 9.4)	SL	Ongoing to January 2007	Considered by Education and Training Committee on 29 March 2006. Ratified by Council on 11 May 2006.
24	Dr Jones to provide information on reduction of programmes for allied health professions to the Director of Operations. (22 March 2006, Public minutes, 10.6)	Dr Jones/ GR-S	27 April 2006	
25	Operations strategy to be implemented. (22 March 2006, Public minutes, 10.7)	GR-S	Ongoing to 2008	

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26	IT projects listed in the paper to be developed over 2006-7 financial year. (22 March 2006, Public minutes, 11.4)	RD	Ongoing to March 2007	
27	Analysis of Fitness to Practise budget to be presented to Conduct and Competence Committee. (27 April 2006, Public minutes, 10.6)	SL	19 September 2006	Subject to approval of the agenda with the Chairman and the Conduct and Competence Committee.
28	Annual budget 2006-7 to be implemented. (27 April 2006, Public minutes, 10.7)	SL	22 June 2006	Ratified by Council on 11 May 2006.
29	Council and Committee attendance fees:- To be raised to £300 per day (VAT inclusive) backdated to attendances commencing on 1 April 2006; To be funded from budget cost savings made elsewhere; Other types of allowance fees such as Partner and PLG members fees to be reviewed in early 2007 as part of review of the budget for 2007-8; Council and Committee attendance fees to be reviewed periodically (i.e. every three years) (27 April 2006, Public minutes, 11.4)	SL	Ongoing	Ratified by Council on 11 May 2006.

30	<p>Fees - general policies:- HPC should aim to achieve a principle of avoiding significant and deliberate cross-subsidisation in fees charged to registrants;</p> <p>Fee rises to be made on a regular basis (i.e. every two or three years), or more often in high inflationary periods;</p> <p>Fees should be set at a level to maintain the agreed reserves policy and ensure the financial viability of the HPC as an independent organisation</p> <p>(27 April 2006, Public minutes, 12.3)</p>	SL	Ongoing	Ratified by Council on 11 May 2006.
31	<p>Human Resources Strategy and Workplan - priorities, projects and principles approved and to be kept under review.</p> <p>(27 April 2006, Public minutes, 13.7)</p>	LF	Ongoing	
32	<p>Corporate Governance - Executive to review the Committee's Standing Orders and the HPC's Standing Financial Instructions and clarify the remits of the Finance and Resources Committee and the Audit Committee.</p> <p>(27 April 2006, Public minutes, 14.3)</p>	MJS/ NOS	22 June 2006	Actioned. See further paper on agenda for meeting on 22 June 2006.

33	<p>Croner Reward and Pay Process for Employees - Report on evaluation of salaries and discrepancies on evaluations to be made.</p> <p>(27 April 2006, Public minutes, 15.3)</p>	LF	22 June 2006	Actioned. See further paper on agenda for meeting on 22 June 2006.
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