

**Health Professions Council
Finance and Resources Committee 21 June 2007**

ANNUAL REVIEW OF ACTIONS TAKEN IN 2006-7: PUBLIC MEETINGS

Executive Summary and Recommendations

Introduction

An annual review of the actions taken by the Committee in its public meetings in 2006-7 is attached.

Decision

The Committee is asked to note the actions that have been taken.

Background information

Please refer to individual papers and minutes for the background to decisions. Minutes and papers for previous public meetings are available on the HPC website at:

http://www.hpc-uk.org/aboutus/committees/financeandresources_archive/

The Committee Chairmen's group previously agreed that each committee should review actions on an annual basis. The review takes place at the last committee meeting in each cycle of the Council.

Resource implications

None.

Financial implications

None.

Appendices

List of actions taken by the Committee in its public meetings in 2006-7.

Date of paper

11 June 2007.

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2007-01-18	a	F&R	PPR	Executive Summary public meetings actions 2006-7 Finance and Resources Committee 21 June 2007	Draft DD: None	Public RD: None

ACTION POINTS

FINANCE AND RESOURCES COMMITTEE
PUBLIC MEETINGS

2006-2007

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Feedback from exit interviews: Committee to receive a report of feedback every six months. (22 June 2006, 6.6)	LF	Ongoing	Actioned. Summary included in Human Resources Department report on agenda for 21 June 2007.
2	Letters should be sent to Partners who had not been used, or who were not going to be used, explaining the circumstances and whether there would be further recruitment at a future date, so that Partners would understand why there might have been over-recruitment. (22 June 2006, 7.6)	YH	Ongoing	Actioned.
3	Corporate Governance: Proposed amendments to Standing Orders to be considered by Council. (22 June 2006, 10.3)	MJS	6 July 2006	Actioned. Approved by Council on 6 July 2006.
4	Sick leave: Current practice of not allowing employees to take paid sick leave to attend counselling appointments should remain. (22 June 2006, 11.5)	LF	Ongoing	Actioned.
5	Bank mandate: To be updated as agreed. (22 June 2006, 12.3)	SL	28 July 2006	Actioned.

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6	Annual reports and accounts 2004-5 and 2005-6: Members to contact Finance Manager with any comments. (22 June 2006, 13.6)	All members/ SL	3 July 2006	Actioned. Also considered by Audit Committee on 28 June 2006.
7	Costing Methodology: Executive to provide more detail about calculation of indicative unit costs, particularly for registration of UK graduates. (28 July 2006, 5.6)	MJS/ SL	18 September 2006	Actioned. See paper on agenda for meeting on 18 September 2006.
8	Costing Methodology: Costing model to be used for monitoring and reporting purposes. (28 July 2006, 5.8)	MJS/ SL	Ongoing	Actioned.
9	Members' passes: Executive to be consider how to revise arrangements. (28 July 2006, 10.3)	MJS	Ongoing	Actioned.
10	Five Year Plan: Executive to incorporate alternative scenarios and to be discussed at next meeting. (28 July 2006, 12.4)	MJS	18 September 2006	Actioned. Further paper considered at meeting on 18 September 2006.
11	Five Year Plan: Subject to amendments discussed, central case scenario should be recommended to Council. (18 September 2006, 10.8)	SL	4 October 2006	Actioned. Education and Training Committee on 28 September 2006 and Council on 4 October 2006 agreed the central case scenario.
12	Fee Change: Recommended to Council that (1) HPC should develop and maintain a cost model for the purposes of future fee setting and for other purposes such as	SL	4 October 2006	Actioned. Education and Training Committee on 28 September 2006 agreed to recommend central

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	<p>business process re-engineering and process costing; and (2) central case fee outcome in the paper should be recommended to Council to take effect from July 2007, subject to proposed renewal fee being £70 from July 2007.</p> <p>(18 September 2006, 11.9)</p>			<p>case fee outcome to the Council, but expressed concern about proposed increased registration fee for UK graduates.</p> <p>Council on 4 October 2006 agreed consultation document should provide two options on the fee rise - the second option included a lower fee for new graduates from approved programmes in the UK.</p> <p>Consultation ran 6 November 2006 to 6 February 2007.</p> <p>Outcome of consultation and fees agreed by Council on 29 March 2007.</p>
13	<p>Registrations Creditors Policy: Policy to be amended to include a summary of the policy in the introduction. Policy to be implemented. (18 September 2006, 12.4)</p>	MC	Ongoing	Actioned.
14	<p>Registrations Debtors Policy: Policy to be implemented.</p> <p>(18 September 2006, 13.4)</p>	MC	Ongoing	Actioned.
15	<p>Gifts and Hospitality Policy: (1) Policy for employees to be amended as discussed and implemented; and (2) Identical policy for</p>	<p>(1) LF (2) NO'S</p>	<p>(1) 20 November 2006 (2) December 2006</p>	<p>Actioned. (1) Policy for employees implemented with effect from 25</p>

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	<p>Council members and Partners to be prepared and put to Council for consideration.</p> <p>(18 September 2006, 14.6)</p>	<p>(Council members)</p> <p>YH (Partners)</p>	<p>(Council members policy)</p> <p>Ongoing to 2007 (Partners policy)</p>	<p>October 2006.</p> <p>(2) Policy for Council members approved by Council 29 March 2007.</p> <p>All Partner policies to be reviewed. Partner Manager hopes to develop a gifts and hospitality policy for Partners in 2007.</p>
16	<p>Public Interest Disclosure Act (Whistleblowing) Policy: Subject to amendment agreed, policy to be implemented.</p> <p>(18 September 2006, 15.6)</p>	LF	20 November 2006	<p>Audit Committee on 26 September 2006 agreed that the Chief Executive should take informal soundings on whether employees would welcome an external organisation as a contact for disclosures. Informal soundings indicated that employees felt that this was not necessary.</p>
17	<p>Oyster cards: Executive to investigate whether Council members can use these for travel on HPC business.</p> <p>(18 September 2006, 18.1)</p>	SL	Ongoing	<p>Actioned.</p> <p>Explanatory email sent to all Council and Committee members on 2 October 2006. Members to arrange their own Oyster card and provide a print-out of journeys from Transport for London website, in support of claims.</p>

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18	Pension Fund Update - Executive to seek (1) legal advice on whether any action could be taken against pension trustees; (2) legal advice on HPC's contractual obligations to employees in respect of pension scheme; (3) specialist pension advice on arrangements for future of pension scheme, based on options outlined, including calculation of debt which might be incurred under the Pension Act 1995; (4) President and Chairman should be kept informed of developments and Chairman to hold watching brief. (20 November 2006, 5.11)	SL/ President/ Chairman	Ongoing	Actioned. Committee agreed in the private meeting on 20 November 2006 that future papers on this subject should be considered in private. See list of actions from private meetings for developments after November 2006.
19	Provision of legal services - approved (1) appointment process; (2) advertisement; (3) pre-qualification questionnaire (subject to amendment that firms should describe relevant experience); (4) timetable for appointment (20 November 2006, 12.5)	MJS	Ongoing to March 2007	Actioned. Bircham Dyson Bell and Kingsley Napley were appointed following the completion of the tendering process.
20	Investment Policy: Minor amendments to policy agreed (20 November 2006, 13.3)	SL	7 February 2007	Actioned.
21	Project Reporting: Financial reporting system to be implemented. (20 November 2006, 14.4)	SL	Ongoing from April 2007	Actioned.
22	Project Management: Principles around effective project planning, management	CP	Ongoing	Actioned.

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	and execution to be implemented. (20 November 2006, 15.6)			
23	Direct Debit name change: Executive to confirm why HPC is required to notify registrants (i.e. regulatory or legislative requirement) and proceed with notification/incur cost only if absolutely necessary. (20 November 2006, 16.6)	SL	31 March 2007	Actioned. The Executive confirmed that it was not necessary to notify all registrants.
24	Draft Financial Regulations: Approved subject to amendments. To be submitted to Audit Committee and Council. (20 November 2006, 17.4)	MJS	6 December 2006	Actioned. Further amendments agreed by Audit Committee on 6 December 2006 and 28 February 2007. Council on 29 March 2007 referred the regulations back to the Finance and Resources Committee and the Audit Committee for further consideration.
25	LISA registration system annual support cost: Agreed proposed changes to support contract. (20 November 2006, 18.4)	RD	30 November 2006	Actioned. New support contract implemented.
26	Annual Budget 2007-8: Executive should prepare a follow-up revised budget showing fee combinations with at least a break-even position and circulate this electronically to members. (7 February 2007, 7.8)	SL	21 February 2007	Actioned. Email circulated to members.

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27	Annual Budget 2007-8: Executive to provide information on how sensitive income levels were to changes in registrant volumes (i.e. graduates from UK programmes, international applications, renewals) and information on impact of small changes to proposed fees (i.e. an analysis to identify what additional amount of income would be generated for each additional pound on fees). (7 February 2007, 7.8)	SL	21 March 2007	Actioned. See further paper on agenda for 21 March 2007.
28	Bank mandate: Revised mandate to be implemented, subject to inclusion of Peter Douglas in List B of mandate. (7 February 2007, 13.3)	SL	21 March 2007	Actioned.
29	Council and Committee Member Expense Policy: Revised policy to be implemented from 1 March 2007. (7 February 2007, 14.4)	NO'S	1 March 2007	Actioned.
30	22-26 Stannary Street: Executive to confirm whether VAT incurred on project was recoverable and action this as far as possible. (21 March 2007, 1.5)	SL	Ongoing	
31	22-26 Stannary Street: Chairman and Mr D Ross to be members of the panel which considered tenders for the project. (21 March 2007, 1.6)	Chairman/ Mr D Ross	Ongoing	

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32	22-26 Stannary Street: Single stage traditional lump sum procurement route and contract approach approved. (21 March 2007, 1.9)	MJS	Ongoing	Actioned.
33	Training policy to be considered at meeting on 21 June 2007. (21 March 2007, 6.4)	LF	21 June 2007	Actioned.
34	Annual budget: Reserves policy to be considered at future meeting. (21 March 2007, 11.5)	SL	21 June 2007	This Policy will be updated when the Five Year Plan is next completed. The Finance Manager needs information from the Five Year Plan (Capital plan) in order to update the policy.
35	Annual budget: One member to meet Chief Executive and Director of Finance to discuss process for budget preparation. (21 March 2007, 11.7)	MJS/SL	31 May 2007	Actioned. This meeting was held in May 2007.
36	Annual budget: Recommended to Council for approval. (21 March 2007, 11.8)	SL	29 March 2007	Actioned. Approved by Council on 29 March 2007.
37	Finance and Facilities Management workplan: To be implemented. (21 March 2007, 12.3)	SL	Ongoing to March 2008	
38	Human Resources Strategy and Workplan: To be implemented. (21 March 2007, 13.4)	LF	Ongoing to March 2008	

39	Information Technology Strategy and Workplan: To be implemented. (21 March 2007, 14.4)	RD	Ongoing to March 2008	
40	Registrations Workplan: To be implemented. (21 March 2007, 15.4)	RH	Ongoing to March 2008	
41	Projects Workplan: To be implemented. (21 March 2007, 16.5)	CP	Ongoing to March 2008	
42	Partner Manager to contact Prosthetist and Orthotist partners working in other capacities to see if they would be interested in working as Visitors. (21 June 2007, 7.4)	YH	21 June 2007	Actioned. Additional Visitors have now been appointed by an electronic resolution passed by the Council.
43	Partner expenses claim policy: Updated policy agreed and to be endorsed from 1 June 2007. (21 June 2007, 10.4)	YH	1 June 2007	Actioned.
44	Partner invoices: All partners to be issued with updated partner expenses policy and, if necessary, their partner agreements should be used to enforce policy. If non-compliance still persisted with partners, then this would result in non-payment of outstanding or incorrect invoices. (21 June 2007, 10.7)	YH	Ongoing	Actioned. Expenses policy has now been sent to Partners.
45	March 2007 accounts: Final accounts to be brought to next meeting. (21 June 2007, 11.3)	SL	21 June 2007	Actioned. See paper on agenda for 21 June 2007.