

Finance and Resources Committee 27 January 2011

Budget for year 1 April 2011 to 31 March 2012

Executive summary and recommendations

Introduction

A copy of HPC's annual budget for the year ending 31 March 2012 is attached.

Decision

The Finance and Resources is asked to agree the following:

1. Review the budget and to recommend any assumptions that should be amended.
2. Request the finance department to incorporate any changes into the budget and to present the revised budget to the next Finance and Resources committee meeting on 17 March 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.

The budget incorporates a number of key assumptions, as follows:

- HPC will undertake 9 major projects including the FTP case management system.
- There are planned to be 68 approval visits and 5 annual monitoring assessment days.
- 9 Professions will commence a new 2 year cycle.
- It is expected we will instruct 791 FTP cases in 2011/12 (583 budgeted for 2010/11. there will be 899 days of hearings (including reviews, appeals and ICP's)
- The number of employees will increase to 151 an increase of seven from 2010/11.
- The average salary increase is 1.90% (to be agreed by the Remuneration committee in their meeting on 3 March 2011).

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-10-13	a	F&R	PPR	2010-11 Budget (Draft)	Draft	Private
					DD: None	RD: None

Resource implications

Budget holders time in creating and delivering the budget

Financial implications

HPC income and expenditure for financial year ending 31 March 2012

Appendices

Appendix One – Draft budget for the financial year ending 31 March 2012

Appendix Two – Commentary for draft budget for financial year ending 31 March 2012

Date of paper

18 January 2011

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Budget v reforecast 2011-12 v4 (for committee)

HEALTH PROFESSIONS COUNCIL

**Budget
For the year ended 31 March 2012**

Version 4

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
- Cashflow	11
- Fees	12
3.0 Department Expenditure	
- Chair	13
- Chief Executive	14
- Communications	15
- Council and Committees	16
- Depreciation	17
- Education	18
- Facilities	19
- Finance	20
- Fitness to Practise	21
- Human Resources	22
- Information Technology	23
- Operations Office	24
- Human Resources - Partners	25
- Policy and Standards	26
- Registration	27
- Secretariat	28

HEALTH PROFESSIONS COUNCIL

BUDGET FOR YEAR TO 31 MARCH 2012

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Key Assumptions & Notes

Budget v reforecast 2011-12 v4 (for committee)

1. HPC will undertake in 9 major projects including the purchase of a new building and the on-boarding of social workers.
3. 9 professions will commence a new 2 year cycle
4. There will be 68 approval visit and 5 annual monitoring assessment days
5. The total number of FTP cases we will instruct will be on approximately 791 cases in 2011/12, including 276 cases for 10/11. There will be approx 899 days of hearings (including reviews, appeals and ICP'S)
6. The number of employees will increase to 151 as at 31.03.12, an increase of 7 from 01.04.11
7. The average annual salary increase is 1.9% (to be agreed by the Remuneration Committee)

HEALTH PROFESSIONS COUNCIL

ANNUAL BUDGET 2011/12

	Budget 2011/12 £	6 mth Reforecast £	Difference £	Variance %
INCOME				
Arts Therapists	(219,683)	(213,994)	5,689	(2.66)
Biomedical Scientists	(1,799,621)	(1,802,925)	(3,304)	0.18
Chiroprodists	(992,103)	(964,976)	27,127	(2.81)
Clinical Scientists	(353,652)	(350,282)	3,370	(0.96)
Dietitians	(586,260)	(555,645)	30,615	(5.51)
Hearing Aid Dispensers	(133,144)	(82,697)	50,447	(61.00)
Occupational Therapists	(2,552,587)	(2,491,997)	60,590	(2.43)
Operating Department Practitioners	(820,832)	(777,636)	43,196	(5.55)
Orthoptists	(101,424)	(99,242)	2,182	(2.20)
Paramedics	(1,281,653)	(1,177,067)	104,586	(8.89)
Physiotherapists	(3,570,082)	(3,488,853)	81,229	(2.33)
Practitioner Psychologists	(1,470,973)	(1,396,645)	74,328	(5.32)
Prosthetists & Orthotists	(70,025)	(67,247)	2,777	(4.13)
Radiographers	(2,214,154)	(2,187,810)	26,344	(1.20)
Speech and Language Therapists	(1,042,803)	(1,007,578)	35,225	(3.50)
Registration Income	(17,208,994)	(16,664,594)	(544,400)	3.27
Cheque/credit card write offs	3,000	(3,000)	-	0.00
TOTAL INCOME	(17,205,994)	(16,661,594)	(544,400)	3.27
EXPENDITURE				
Departments				
Chair	80,167	66,764	(13,403)	(20.08)
Chief Executive	316,064	360,896	44,832	12.42
Council, Committees & PLG	339,112	307,693	(31,419)	(10.21)
Communications	1,113,714	1,043,901	(69,813)	(6.69)
Education	791,696	720,202	(71,494)	(9.93)
Facilities Management	845,246	848,319	3,073	0.36
Finance	644,360	619,728	(24,632)	(3.97)
Fitness to Practise	7,499,308	7,044,933	(454,375)	(6.45)
Human Resources	451,779	429,977	(21,802)	(5.07)
Human Resources Partners	407,965	349,108	(58,857)	(16.86)
IT Department	1,141,975	1,003,096	(138,879)	(13.85)
Operations Office	457,230	524,831	67,601	12.88
Policy & Standards	284,740	254,883	(29,857)	(11.71)
Major projects	136,778	192,690	55,912	29.02
Registration	1,898,360	1,603,478	(294,882)	(18.39)
Secretariat	248,341	219,185	(29,156)	(13.30)
Operating Expenses	16,656,835	15,589,684	(1,067,151)	(6.85)
SURPLUS / (DEFICIT)	(549,159)	(1,071,910)	(1,611,551)	150.34
Depreciation	659,752	532,307		
Adjusted (surplus)/deficit	110,593	(539,603)		

HEALTH PROFESSIONS COUNCIL

ANNUAL BUDGET 2011/12

Budget v reforecast 2011-12 v4 (for committee)

	2011-12 Budget £	6 mth Reforecast £	Variance £	Variance %
Income by profession				
Graduate Registration fee	(631,419)	(784,439)	153,020	(19.51)
Readmission fees	(606,165)	(224,937)	(381,228)	169.48
Renewal fees	(14,966,514)	(14,389,239)	(577,275)	4.01
International scrutiny fees	(388,584)	(698,524)	309,940	(44.37)
Grandparenting fees	(141,540)	(59,220)	(82,320)	139.01
UK scrutiny fees	(474,772)	(508,235)	33,463	(6.58)
	<u>(17,208,994)</u>	<u>(15,880,155)</u>	<u>(697,420)</u>	<u>4.39</u>

HEALTH PROFESSIONS COUNCIL

ANNUAL BUDGET 2011/12

Budget 2011/12 v4 (for committee)

OVERHEAD TOTAL

	Budget 2011/12 £	6mth Reforecast £	Variance	%
Payroll				
Basic pay	4,733,271	4,392,302	(340,969)	(7.76)
Overtime	303,133	346,367	43,234	12.48
National Insurance cost	1,400	700	(700)	(100.00)
Pension cost	491,036	461,529	(29,507)	(6.39)
Medical insurance	15,000	7,500	(7,500)	(100.00)
Staff recruitment	52,081	35,494	(16,587)	(46.73)
Temporary staff	94,000	100,724	6,724	6.68
Payroll contingency	80,500	143,640	63,140	43.96
	5,770,421	5,488,257	(282,164)	(5.14)
Staff travelling and subsistence				
Fares	133,820	133,820	0	0.00
Car expenses and car park	1,390	1,390	0	0.00
Subsistence	55,883	55,883	0	0.00
Entertaining	750	750	0	0.00
Conferences	12,103	12,103	0	0.00
	203,946	203,946	0	0.00
Council and committee expenses				
Fees	181,492	175,541	(5,951)	(3.39)
Travelling and subsistence	106,150	99,101	(7,049)	(7.11)
Tax Cost (NI ER and PAYE)	36,000	21,167	(14,833)	(70.08)
Conference expenses	9,000	5,573	(3,427)	(61.49)
Training	19,800	6,937	(12,863)	(185.43)
Other Council Meetings	0	0	0	0.00
	352,442	308,319	(44,123)	(14.31)
Property services				
Building Refurbishment	47,000	52,040	5,040	9.69
Business rates	143,750	98,123	(45,627)	(46.50)
Cleaning contractors	57,000	60,560	3,560	5.88
Cleaning materials	7,500	9,154	1,654	18.07
Electricity	55,500	42,501	(12,999)	(30.59)
Gas	10,600	5,589	(5,011)	(89.66)
Maintenance contracts	21,210	23,893	2,683	11.23
Property depreciation	32,300	33,800	1,500	4.44
Repairs and maintenance	37,000	25,091	(11,909)	(47.46)
Security	36,000	23,736	(12,264)	(51.67)
Waste disposal	21,000	15,775	(5,225)	(22.01)
Water	3,500	2,339	(1,161)	(7.36)
	472,360	392,600	(79,760)	(3,410.41)

HEALTH PROFESSIONS COUNCIL

ANNUAL BUDGET 2011/12

Budget 2011/12 v4 (for committee)

OVERHEAD TOTAL

	Budget 2011/12 £	6mth Reforecast £	Variance	%
Office services				
Catering	62,711	54,992	(7,719)	(14.04)
Couriers	25,050	20,812	(4,238)	(20.36)
Mobile telephone	13,716	14,746	1,030	6.99
Office equipment < £1000	40,760	20,202	(20,558)	(101.76)
Office equipment depreciation	19,621	35,566	15,945	44.83
Office equipment disposals	500	500	0	0.00
Office equipment rental	5,850	4,022	(1,828)	(45.46)
Other office services	19,200	8,934	(10,266)	(114.90)
Photocopying	13,000	7,751	(5,249)	(67.71)
Postage	96,120	96,789	669	0.69
Printing and stationery	608,420	416,615	(191,804)	(46.04)
Room Hire	252,398	232,015	(20,383)	(8.79)
Telephone	50,000	44,020	(5,980)	(13.59)
	1,207,345	956,964	250,381	26.16
Computer services				
Computer equipment deprecation	119,704	76,234	(43,470)	(57.02)
Computer software deprecation	488,127	386,707	(101,420)	(26.23)
Hardware < £1000	13,532	14,185	653	4.60
General Hardware support and Miantenar	34,372	24,349	(10,023)	(41.17)
Internet/3G	8,148	7,040	(1,108)	(15.75)
IT Consummerables	5,000	4,662	(338)	(7.24)
IT Hardware disposals	500	897	397	44.25
Managed Web/Internet services	346,298	285,145	(61,153)	(21.45)
NetRegulate software support and mainte	176,428	150,958	(25,470)	(16.87)
Offsite tape data archive	919	1,659	740	44.60
Software support and maintenance	144,175	85,177	(58,998)	(69.27)
Specialist external support	12,255	12,000	(256)	(2.13)
	1,349,458	1,049,011	(300,447)	(28.64)
Communications				
Annual Reports (Design, Distribute)	12,500	12,260	(240)	(1.96)
Brochures	70,000	53,519	(16,481)	(30.79)
Campaigns	155,000	190,152	35,152	18.49
Conference & Exhibitions	50,000	55,840	5,840	10.46
General Events	6,800	6,800	0	0.00
Internal Communications	45,100	45,537	437	0.96
Listening Events	48,000	34,566	(13,434)	(38.86)
Market Research	65,000	162,437	97,437	59.98
Marketing & Promotions	7,000	5,572	(1,428)	(25.64)
Media Relations	25,000	12,500	(12,500)	(100.00)
Public Affairs and Stakeholder	61,050	58,458	(2,592)	(4.43)
Standards of Proficiency (Prod, Dist)	6,600	3,300	(3,300)	(100.00)
Translations	10,000	7,126	(2,874)	(40.32)
Web Site Design	66,500	39,300	(27,200)	(69.21)
	628,550	687,367	58,817	825.33

HEALTH PROFESSIONS COUNCIL

ANNUAL BUDGET 2011/12

Budget 2011/12 v4 (for committee)

	Budget 2011/12 £	6mth Reforecast £	Variance	%
Partners				
Annual Monitoring	18,592	25,318	6,726	26.56
Appitide Tests	139,695	99,444	(40,251)	(40.48)
Approvals (Previously Visits)	1,264	632	(632)	(100.00)
CPD Assessors	133,200	230,245	97,045	42.15
Grandparenting Assessors	166,840	82,624	(84,216)	(101.93)
International Assessors	48,528	14,544	(33,984)	(233.66)
Major/Minor Change	9,504	9,807	303	3.09
Panels (Allowance & Travel)	1,716,948	1,545,126	(171,822)	(11.12)
Partners Recruitment	43,970	43,526	(444)	(1.02)
Partners Training	221,490	174,922	(46,568)	(26.62)
Registration Appeals (Fee & Travel)	29,052	23,804	(5,248)	(22.05)
Test of Competence (All Professions)	12,640	7,920	(4,720)	(59.59)
Witness cost	179,990	142,655	(37,335)	(26.17)
	2,721,713	2,400,566	(321,147)	(13.38)
Professional fees				
Employee Assistance programme	10,000	3,283	(6,717)	(204.60)
External Audit	36,000	43,560	7,560	17.36
Internal Audit	25,000	34,854	9,854	28.27
ISO 27001 Certification	10,000	9,103	(897)	(9.85)
ISO 9001 Certification	5,240	4,166	(1,074)	(25.78)
Legal advice	382,923	476,255	93,332	19.60
Legal expenses	2,940,400	2,810,246	(130,154)	(4.63)
Legal - Transcript Writer	373,163	421,532	48,369	11.47
Other legal costs	30,000	48,185	18,185	37.74
Other professional fees	40,915	62,093	21,178	34.11
Pension administration	81,350	32,813	(48,537)	(147.92)
Reward Data	11,000	9,350	(1,650)	(17.65)
Taxation advice	8,000	10,463	2,463	23.54
	3,953,991	3,965,903	11,912	0.30
Project Costs				
Major Projects	38,043	61,100	23,057	37.74
Small Projects	79,218	85,825	6,607	7.70
	117,261	146,925	29,664	20.19
Specific departmental expenses				
Annual general meeting	4,000	3,638	(362)	(9.96)
Appointments	25,400	43,002	17,602	40.93
Archive storage	14,400	23,256	8,856	38.08
Bank charges	39,000	81,642	42,642	52.23
Books and publications	229	246	17	6.84
Counselling	2,000	0	(2,000)	0.00
Disaster contingency plan	17,000	25,042	8,042	32.11
EMT training	7,500	5,303	(2,197)	(41.44)
General insurance	54,375	50,642	(3,733)	(7.37)
Health and safety	12,742	6,943	(5,799)	(83.53)
Legal insurance	25,000	26,510	1,510	5.70
Organisational Training	60,000	40,113	(19,887)	(49.58)
Professional Liaison Groups	24,840	19,602	(5,238)	(26.72)
Subscriptions	48,459	37,857	(10,602)	(28.00)
Training	179,174	158,336	(20,838)	(13.16)
	514,119	522,134	8,015	1.54
OVERHEAD TOTAL	17,291,606	16,121,992	(668,851)	(4.15)

Health Professions Council
Budget for year ending 31 March 2012
Capital Expenditure

	£
<u>Project expenditure</u>	2,195,980
<u>Computer Equipment</u>	
Laptops + PCs	10,000
Server replacment	6,000
Software	10,000
Windows server 2003 upgrade	2,420
Synchronisation software for file server to DR	2,000
Windows 7 upgrade licence	5,868
	<u>36,288</u>
<u>Office equipment</u>	
Replacement of windows	50,000
	<u>50,000</u>
Total Capital expenditure	<u>2,282,268</u>

Health Professions Council
Budget for year ending 31 March 2012
Project Expenditure

	Opex £	Capex £
Budget v reforecast 2011-12 v4 (for commitment)		
Vetting and Barrings	-	30,000
Expension and refurbishment of building space	98,735	1,610,000
FTP case management system	14,203	175,800
Sage 200 and PRS upgrade	-	26,400
Education Systems review	11,340	136,500
Partners systems review	-	60,000
Information Security	12,500	-
NetRegulate System Improvements		152,280
Total major projects	136,778	2,190,980
Small projects	79,218	5,000
Total project expenditure	215,996	2,195,980

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**HEALTH PROFESSIONS COUNCIL
CASHFLOW FOR YEAR TO 31 MARCH 2012**

	Apr-11 Forecast	May-11 Forecast	Jun-11 Forecast	Jul-11 Forecast	Aug-11 Forecast	Sep-11 Forecast	Oct-11 Forecast	Nov-11 Forecast	Dec-11 Forecast	Jan-12 Forecast	Feb-12 Forecast	Mar-12 Forecast	TOTAL Forecast	TOTAL Actual	TOTAL Variance
CASH INFLOWS															
Registration Income - Renewal Fees	1,881,690	443,422	459,727	1,502,710	897,476	2,807,767	1,998,035	375,592	459,727	1,731,717	919,247	3,546,920	17,024,030		17,024,030
Registration Income - All other fees	116,200	107,917	127,540	189,309	176,004	161,904	170,546	117,114	103,457	135,831	125,881	132,509	1,664,214		1,664,214
TOTAL CASHFLOW FROM INCOME	1,997,890	551,339	587,267	1,692,019	1,073,481	2,969,671	2,168,581	492,706	563,184	1,867,548	1,045,128	3,679,429	18,688,244	0	18,688,244
CASH OUTFLOWS															
Operating Expenditure															
Payroll	436,973	436,973	436,973	434,924	434,924	434,924	432,914	432,914	432,914	438,133	438,133	438,133	5,228,832		5,228,832
Expenses	1,551,006	831,101	1,033,564	911,485	592,290	1,075,261	830,018	853,520	974,597	745,708	1,024,897	809,942	11,233,390		11,233,390
Total Operating Cash Outflows	1,987,980	1,268,075	1,470,537	1,346,409	1,027,214	1,510,185	1,262,932	1,286,434	1,407,511	1,183,841	1,463,030	1,248,075	16,462,223	0	16,462,223
Capital Expenditure															
Major Projects	250,000	101,400	15,000	15,166	87,766	28,366	25,166	116,078	25,166	1,385,166	101,306	40,394	2,190,974		2,190,974
Small Projects						50,000		5,000					5,000		5,000
Office Equipment						5,000							50,000		50,000
Computer Additions	0	0	5,000	2,000	6,000	5,000	2,420	0	5,000	0	0	5,000	30,420		30,420
Building Purchase	254,167	4,167	4,166	4,167	4,167	4,166	4,167	4,167	4,166	1,314,167	4,167	4,166	1,610,000		1,610,000
Total Capital Cash Outflows	504,167	105,567	24,166	21,333	97,933	87,532	31,753	125,245	34,332	2,699,333	105,473	49,560	3,886,394	0	3,886,394
TOTAL CASHFLOW FROM EXPENDITURE	2,492,147	1,373,642	1,494,703	1,367,742	1,125,147	1,597,717	1,294,685	1,411,679	1,441,843	3,883,174	1,568,503	1,297,635	20,348,617	0	20,348,617
NET CASH INFLOW/OUTFLOW	(494,256)	(822,303)	(907,436)	324,277	(51,667)	1,371,954	873,896	(918,972)	(878,659)	(2,015,626)	(523,375)	2,381,794	(1,660,373)	0	(1,660,373)
CASH BALANCE B/FWD*	5,686,965	5,192,709	4,370,406	3,462,970	3,787,247	3,735,580	5,107,535	5,981,430	5,062,458	4,183,799	2,168,173	1,644,798			
CASH BALANCE C/FWD	5,192,709	4,370,406	3,462,970	3,787,247	3,735,580	5,107,535	5,981,430	5,062,458	4,183,799	2,168,173	1,644,798	4,026,592			

HEALTH PROFESSIONS COUNCIL
ANNUAL BUDGET 2011/12
Fee Rates

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2010-11	
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Budget v reforecast 2011-12 v4 (for committee)

£

Fees

Full Year Registration (Graduates)		53	
Full Year Registration (Non Graduates)		53	
Readmission		115	
Renewal		76	
Renewal - Graduate		38	
International Scrutiny Fees		420	
Grandparenting Scrutiny Fees		420	

**Allowances
(VAT Inclusive)**

<u>Day Rates</u>			
Council		310	
Panel Memebers		180	
Approvals (Visits)		180	
Legal Assessor		580	
CPD Assessors		140	

<u>Per Case</u>			
International Assessors		72	
Grandparenting Assessors		72	
Annual Monitoring & Major / Minor Change		72	
CPD Assessors		20	

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Budget 2011-12

Budget v reforecast 2011-12 v4 (for committee)

£

53
53
115
76
38
420
420

310
180
180
580
140

72
72
72
20

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	Chair
CODE	PRE
BUDGET MANAGER	Anna van der Gaag

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast	
	2011-12	2010-11	Variance
	£	£	£
Fees	55,800	48,980	(6,820)
Travelling and subsistence	16,800	12,960	(3,840)
Conference Expenses	3,000	2,079	(921)
Council & Committee	75,600	64,019	(11,581)
Internet/3G	735	571	(164)
Computer Services	735	571	(164)
Other Professional Fees	3,000	1,500	(1,500)
Mobile telephone	832	674	(158)
Specific Departmental Costs	3,832	2,174	(1,658)
DEPARTMENTAL TOTAL	80,167	66,764	(13,403)

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	CHIEF EXECUTIVE
CODE	CEX
BUDGET MANAGER	Marc Seale

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast	
	2011-12	2010-11	Variance
	£	£	£
Basic pay	190,023	186,724	(3,299)
National insurance cost	22,808	22,476	(332)
Pension cost	31,353	46,709	15,356
Medical insurance	1,400	700	(700)
Payroll	245,584	256,609	11,025
Fares	15,000	13,344	(1,656)
Subsistence	6,000	6,960	960
Entertaining	750	750	0
Conferences	2,000	1,818	(182)
Travel & Subsistence	23,750	22,872	(878)
Mobile telephone	360	673	313
Printing and Stationery	0	43	43
Office Services	360	716	356
Internet/3G	270	793	523
Computer Services	270	793	523
Training	5,000	3,293	(1,707)
Legal Advice	30,000	67,733	37,733
Other Professional fees	2,000	1,050	(950)
Subscriptions	1,600	2,527	927
EMT Training	7,500	5,303	(2,197)
Specific Departmental Costs	46,100	79,906	33,806
DEPARTMENTAL TOTAL	316,064	360,896	44,832

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Budget v reforecast 2011-12 v4 (for committee)

Variance
%

(2%)
(1%)
33%
(100%)
4%

(12%)
14%
0%
(10%)
(4%)

47%
100%
50%

66%
66%

(52%)
56%
(90%)
37%
(41%)
42%
12%

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	COMMUNICATIONS
CODE	COM
BUDGET MANAGER	Jacqueline Ladds

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Basic pay	363,459	341,636	(21,823)	(6%)
Overtime	1,000	639	(361)	(56%)
National insurance cost	38,732	37,087	(1,645)	(4%)
Pension cost	21,873	25,547	3,674	14%
Temporary Staff	0	12,123	12,123	100%
Payroll	425,064	417,032	(8,032)	(2%)
Fares	26,100	26,100	0	0%
Subsistence	15,400	15,554	154	1%
Travel & Subsistence	41,500	41,654	154	0%
Printing and stationery	3,000	1,564	(1,436)	(92%)
Mobile Phone	1,000	2,737	1,737	63%
Couriers	23,000	18,529	(4,471)	(24%)
Office Services	27,000	22,830	(4,170)	(18%)
Internet & 3G	1,000	759	(241)	(32%)
Computer Services	1,000	759	(241)	(32%)
Campaigns	155,000	190,152	35,152	18%
Annual Reports (Design, Distribute)	2,500	2,325	(175)	(8%)
Brochures	65,000	41,519	(23,481)	(57%)
Meet the HPC events	48,000	34,566	(13,434)	(39%)
Market Research	40,000	40,000	0	0%
Translations	10,000	7,126	(2,874)	(40%)
Public Affairs and Stakeholder	61,050	58,458	(2,592)	(4%)
Web	66,500	39,300	(27,200)	(69%)
Marketing & Promotions	7,000	5,572	(1,428)	(26%)
Conferences & Exhibitions	50,000	55,840	5,840	10%
Media Relations	25,000	12,500	(12,500)	(100%)
Internal Communications	45,100	45,537	437	1%
Communications	575,150	532,895	(42,255)	(8%)
Training	8,000	7,774	(226)	(3%)
Subscriptions	36,000	20,957	(15,043)	(72%)
Specific Departmental Costs	44,000	28,731	(15,269)	(53%)
DEPARTMENTAL TOTAL	1,113,714	1,043,901	(69,813)	(7%)

**HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012**

COST CENTRE	COUNCIL AND COMMITTEES
CODE	COU
BUDGET MANAGER	Louise Hart

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Council - Fees	69,520	62,936	(6,584)	(10%)
Council - Travel and subsistence	44,700	42,334	(2,366)	(6%)
Council - Conference	6,000	3,494	(2,506)	(72%)
Council - Training	19,800	6,937	(12,863)	(185%)
Council -Taxation	36,000	21,167	(14,833)	(70%)
	<u>176,020</u>	<u>136,868</u>	<u>(39,152)</u>	<u>(29%)</u>
Catering	1,560	1,983	423	21%
Office Services	<u>1,560</u>	<u>1,983</u>	<u>423</u>	<u>21%</u>
Other Professional fees	1,200	-	(1,200)	0%
Professional fees	<u>1,200</u>	<u>-</u>	<u>(1,200)</u>	<u>0%</u>
Appointments	25,400	43,002	17,602	41%
Annual General Meeting	4,000	3,638	(362)	(10%)
Professional Liaison Group	24,840	19,602	(5,238)	(27%)
Specific Departmental Costs	<u>54,240</u>	<u>66,242</u>	<u>12,002</u>	<u>18%</u>
Fees (FTP Committee)	8,370	8,060	(310)	(4%)
Travel and subs (FTP Committee)	7,500	7,425	(75)	(1%)
Fees (Education & Training Committee)	22,320	19,232	(3,088)	(16%)
Travel and subs (Education)	12,000	10,523	(1,477)	(14%)
Fees (Education Panels)	1,550	3,100	1,550	50%
Travel and subs (Education Panels)	250	666	416	62%
Fees (Finance & Resources Committee)	19,530	21,390	1,860	9%
Travel and subs (F&R Committee)	17,500	17,293	(207)	(1%)
Fees (Audit Committee)	4,960	4,035	(925)	(23%)
Travel and subs (Audit Comm)	2,000	1,660	(340)	(20%)
Fees (Communications Committee)	5,022	4,495	(527)	(12%)
Travel and subs (Communications Comm)	3,000	3,580	580	16%
Catering	2,090	1,141	(949)	(83%)
Committee Meetings	<u>106,092</u>	<u>102,600</u>	<u>(3,492)</u>	<u>(3%)</u>
DEPARTMENTAL TOTAL	<u>339,112</u>	<u>307,693</u>	<u>(31,419)</u>	<u>(10%)</u>

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	DEPRECIATION
CODE	DEP
BUDGET MANAGER	Gary Butler

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast	
	2011-12	2010-11	Variance
	£	£	£
Property Deprecation	32,300	33,800	1,500
Property Services	32,300	33,800	1,500
Office Equipment deprecation	19,621	35,566	15,945
Office Services	19,621	35,566	15,945
Computer equipment deprecation	119,704	76,234	(43,470)
Computer software deprecation	488,127	386,707	(101,420)
Computer Services	607,831	462,941	(144,890)
DEPARTMENTAL TOTAL	659,752	532,307	(127,445)

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Budget v reforecast 2011-12 v4 (for committee)

Variance
%
4%
4%
45%
45%
(57%)
(26%)
(31%)
(24%)

**HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012**

COST CENTRE	Education
CODE	EDU
BUDGET MANAGER	Abigail Gorriage

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Rerecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Basic pay	429,077	387,225	(41,852)	(11%)
National insurance cost	44,518	41,066	(3,452)	(8%)
Pension cost	34,653	35,848	1,195	3%
Temporary staff	12,000	26,702	14,702	55%
Payroll	520,248	490,841	(29,407)	(6%)
Fares	19,170	16,440	(2,730)	(17%)
Subsistence	20,970	16,230	(4,740)	(29%)
Conferences	1,800	1,067	(733)	(69%)
Staff Travel & Subsistence	41,940	33,737	(8,203)	(24%)
Profession Specific training	1,530	2,550	1,020	40%
Council & committee fees	1,530	2,550	1,020	40%
Printing and stationery	13,600	23,469	9,869	42%
Postage	6,120	1,720	(4,400)	(256%)
Room Hire	5,500	2,900	(2,600)	(90%)
Catering	1,936	2,311	375	16%
Mobile telephone	2,352	1,828	(524)	(29%)
Office Services	29,508	32,228	2,720	8%
Internet/3G	1,440	552	(888)	(161%)
	1,440	552	(888)	(161%)
Approvals (Previously Visits)	139,695	99,444	(40,251)	(40%)
Annual Monitoring	18,592	25,318	6,726	27%
Major/Minor Change	9,504	9,807	303	3%
Partners	167,791	134,569	(33,222)	(25%)
Legal Advice	10,000	8,994	(1,006)	(11%)
Professional Fees	10,000	8,994	(1,006)	(11%)
Subscriptions	309	309	0	0%
Training	18,930	16,422	(2,508)	(15%)
Specific Departmental Costs	19,239	16,731	(2,508)	(15%)
DEPARTMENTAL TOTAL	791,696	720,202	(71,494)	(10%)

**HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012**

COST CENTRE	FACILITIES MANAGEMENT
CODE	ADM
BUDGET MANAGER	Stephen Hall

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Basic pay	156,261	149,290	(6,971)	(5%)
Overtime pay	6,000	4,956	(1,044)	(21%)
National insurance cost	15,968	15,372	(596)	(4%)
Pension cost	21,236	21,947	711	3%
Temporary Staff	8,000	9,857	1,857	19%
Payroll	207,465	201,422	(6,043)	(3%)
Fares	2,500	2,188	(312)	(14%)
Car expenses and car park	1,500	1,390	(110)	(8%)
Subsistence	250	250	0	0%
Travel & Subsistence	4,250	3,828	(422)	(11%)
Business rates	115,000	98,123	(16,877)	(17%)
Water	3,000	2,339	(661)	(28%)
Electricity	52,000	42,501	(9,499)	(22%)
Gas	9,100	5,589	(3,511)	(63%)
Cleaning contractors	7,500	9,154	1,654	18%
Cleaning materials	52,000	60,560	8,560	14%
Waste disposal	21,000	15,775	(5,225)	(33%)
Repairs & maintenance	32,000	25,091	(6,909)	(28%)
Maintenance contracts	20,510	23,893	3,383	14%
Security	21,000	22,986	1,986	9%
Building Refurbishment	32,000	52,040	20,040	39%
Property Services	365,110	358,050	(7,060)	(2%)
Mobile telephone	400	308	(92)	(30%)
Printing and stationery	42,000	37,488	(4,512)	(12%)
Photocopying	10,000	7,751	(2,249)	(29%)
Postage	90,000	95,069	5,069	5%
Couriers	100	62	(38)	(61%)
Office equipment < £1000	10,000	20,202	10,202	50%
Office equipment rental	5,400	4,022	(1,378)	(34%)
Catering	20,000	16,032	(3,968)	(25%)
Other office services	19,200	8,934	(10,266)	(115%)
Office equipment disposals	500	500	0	0%
Room Hire	48,598	85,465	36,867	43%
Office Services	246,198	275,833	29,635	11%
Internet/3G	252	189	(63)	(33%)
Computer Services	252	189	(63)	(33%)
Other Professional Fees	5,500	1,159	(4,341)	(375%)
Legal Advice	2,750	-	(2,750)	(100%)
Professional fees	8,250	1,159	(7,091)	(612%)
Books and publications	229	246	17	7%
Health and safety	10,542	6,943	(3,599)	(52%)
Training	2,750	450	(2,300)	(511%)
Subscriptions	200	200	0	0%
Specific Departmental Costs	13,721	7,839	(5,882)	(75%)
DEPARTMENTAL TOTAL	845,246	848,319	3,073	0%

**HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012**

COST CENTRE	FINANCE
CODE	FIN
BUDGET MANAGER	Gary Butler

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Basic pay	299,417	266,185	(33,232)	(12%)
Overtime pay	1,200	856	(344)	(40%)
National insurance cost	24,435	23,373	(1,062)	(5%)
Pension cost	31,918	26,773	(5,145)	(19%)
Temporary staff	2,000	3,000	1,000	33%
Payroll	358,970	320,187	(38,783)	(12%)
Fares	1,800	1,043	(757)	(73%)
Subsistence	1,020	600	(420)	(70%)
Travel & Subsistence	2,820	1,643	(1,177)	(72%)
Printing and stationery	5,200	5,008	(192)	(4%)
Room Hire	2,500	1,979	(521)	(26%)
Mobile phone	720	682	(38)	(6%)
Couriers	1,800	2,146	346	16%
Office Services	10,220	9,815	(405)	(4%)
Other Professional Fees	15,000	15,079	79	1%
Legal Advice	1,000	500	(500)	(100%)
Internal Audit	25,000	34,854	9,854	28%
External Audit Fees	36,000	43,560	7,560	17%
Pension Administration	81,350	32,813	(48,537)	(148%)
Taxation Advice	8,000	10,463	2,463	24%
Professional Fees	166,350	137,269	(29,081)	(21%)
Small project costs	5,000	10,000	5,000	50%
Project costs	5,000	10,000	5,000	50%
Bank charges	39,000	81,642	42,642	52%
Subscriptions	1,500	1,596	96	6%
Training	8,500	6,934	(1,566)	(23%)
General Insurance	52,000	50,642	(1,358)	(3%)
Specific Departmental Costs	101,000	140,814	39,814	28%
DEPARTMENTAL TOTAL	644,360	619,728	(24,632)	(4%)

**HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012**

COST CENTRE	FITNESS TO PRACTISE
CODE	FTP
BUDGET MANAGER	Kelly Johnson

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Rerecast	Variance	Variance
	2011-12	2010-11		
	£	£	£	%
Basic pay	1,260,314	1,122,791	(137,523)	(12%)
Overtime	15,000	651	(14,349)	(2204%)
National insurance cost	131,518	116,096	(15,422)	(13%)
Pension cost	41,295	58,608	17,313	30%
Temporary staff	34,400	33,625	(775)	(2%)
Payroll	1,482,527	1,331,771	(150,756)	(11%)
Fares	53,813	53,518	(295)	(1%)
Travel & Subsistence	53,813	53,518	(295)	(1%)
Security	15,000	750	(14,250)	(1900%)
Property Services	15,000	750	(14,250)	(1900%)
Printing and stationery	98,018	103,379	5,361	5%
Room Hire	190,000	137,006	(52,994)	(39%)
Catering	37,125	33,526	(3,599)	(11%)
Mobile Phone	2,400	2,265	(135)	(6%)
Office Services	327,543	276,176	(51,367)	(19%)
Internet/3G	1,500	638	(862)	(135%)
Computer Services	1,500	638	(862)	(135%)
Panels (Fee & Travel)	1,716,948	1,545,126	(171,822)	(11%)
Registration Appeals (Fee & Travel)	29,052	23,804	(5,248)	(22%)
Witness	179,990	142,655	(37,335)	(26%)
Partners	1,925,990	1,711,585	(214,405)	(13%)
Annual Reports	10,000	9,935	(65)	(1%)
Brochures	5,000	12,000	7,000	58%
Communications	15,000	21,935	6,935	32%
Legal Advice	255,048	301,311	46,263	15%
Other Legal Costs	30,000	48,185	18,185	38%
Disc Trans Writer	373,163	421,532	48,369	11%
Legal Expenses	2,912,400	2,787,286	(125,114)	(4%)
Professional Fees	3,570,611	3,558,314	(12,297)	(0%)
Small Project costs	32,000	9,500	(22,500)	(237%)
Project Costs	32,000	9,500	(22,500)	(237%)
Counselling	2,000	0	(2,000)	0%
Legal insurance	25,000	26,510	1,510	6%
Staff training	48,324	54,236	5,912	11%
Specific Departmental Costs	75,324	80,746	5,422	7%
DEPARTMENTAL TOTAL	7,499,308	7,044,933	(454,375)	(6%)

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	HUMAN RESOURCES
CODE	HUM
BUDGET MANAGER	Teresa Haskins

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Basic pay	180,227	168,630	(11,597)	(7%)
Overtime	501	259	(242)	(93%)
National insurance cost	20,040	19,791	(249)	(1%)
Pension cost	5,966	6,883	917	13%
Staff recruitment	94,000	100,724	6,724	7%
Temporary Staff	3,500	1,750	(1,750)	(100%)
Payroll Contingency	15,000	7,500	(7,500)	(100%)
Payroll	319,234	305,537	(13,697)	(4%)
Fares	1,500	797	(703)	(88%)
Subsistence	600	439	(161)	(37%)
Travel & Subsistence	2,100	1,236	(864)	(70%)
Printing and stationery	800	428	(372)	(87%)
Courier charges	150	75	(75)	(100%)
Room Hire	0	100	100	100%
Mobile telephone	495	498	3	1%
Office Services	1,445	1,101	(344)	(31%)
Internet/3G	300	220	(80)	(36%)
Computer Services	300	220	(80)	(36%)
Other Professional Fees	14,200	39,158	24,958	64%
Legal Advice	0	575	575	100%
Legal Expenses	28,000	22,960	(5,040)	(22%)
Employee Assistance Programme	10,000	3,283	(6,717)	(205%)
Reward Data	11,000	9,350	(1,650)	(18%)
Professional Fees	63,200	75,326	12,126	16%
Subscriptions	500	2,089	1,589	76%
Training	5,000	4,355	(645)	(15%)
Organisational Training	60,000	40,113	(19,887)	(50%)
Specific Departmental Costs	65,500	46,557	(18,943)	(41%)
DEPARTMENTAL TOTAL	451,779	429,977	(21,802)	(5%)

**HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012**

COST CENTRE	INFORMATION TECHNOLOGY
CODE	ITD
BUDGET MANAGER	Guy Gaskins

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Basic pay	258,884	223,284	(35,600)	(16%)
Overtime pay	4,380	2,839	(1,541)	(54%)
National insurance cost	29,479	25,312	(4,167)	(16%)
Pension cost	15,293	21,147	5,854	28%
Temporary Staff	2,000	41,296	39,296	95%
Payroll	310,036	313,878	3,842	1%
Fares	1,000	1,025	25	2%
Subsistence	2,553	1,750	(803)	(46%)
Travel & Subsistence	3,553	2,775	(778)	(28%)
Printing & stationery	300	181	(119)	(66%)
Mobile phone	2,206	2,081	(125)	(6%)
	2,506	2,262	(244)	(11%)
Internet/3G	1,103	2,042	939	46%
Hardware < £1000	13,532	14,185	653	5%
Hardware support and maintenance	34,372	24,349	(10,023)	(41%)
General software support and maintenance	144,175	85,177	(58,998)	(69%)
Netregulate software support and maintenanc	176,428	150,958	(25,470)	(17%)
Managed Web & Internet services	346,298	285,145	(61,153)	(21%)
IT Consumerables	5,000	4,662	(338)	(7%)
Specialist external support	12,255	12,000	(255)	(2%)
Offsite data archive	919	1,659	740	45%
IT Hardware Disposals	500	897	397	44%
Telephone	50,000	44,020	(5,980)	(14%)
Computer Services	784,582	625,094	(159,488)	(26%)
Legal Advice	5,000	9,658	4,658	48%
Professional Fees	5,000	9,658	4,658	48%
Project Costs	26,498	43,413	16,915	39%
Project costs	26,498	43,413	16,915	39%
Training	9,600	6,016	(3,584)	(60%)
Subscriptions to Professional Bodies	200	0	(200)	0%
Specific Departmental Costs	9,800	6,016	(3,784)	(63%)
DEPARTMENTAL TOTAL	1,141,975	1,003,096	(138,879)	(14%)

**HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012**

COST CENTRE	OPERATIONS OFFICE
CODE	OPS
BUDGET MANAGER	Greg Ross-Sampson

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Basic pay	299,784	310,012	10,228	3%
National insurance cost	33,829	35,390	1,561	4%
Pension cost	25,499	31,135	5,636	18%
Payroll	359,112	376,537	17,425	5%
Fares	5,400	4,825	(575)	(12%)
Subsistence	3,650	2,044	(1,606)	(79%)
Conferences	500	0	(500)	0%
Travel & Subsistence	9,550	6,869	(2,681)	(39%)
Printing & Stationery	500	647	147	23%
Mobile phone	1,080	1,640	560	34%
Office services	1,580	2,287	707	31%
Internet & 3G	748	774	26	3%
Computer Services	748	774	26	3%
Legal Advice	15,000	50,962	35,962	71%
ISO 9001 Certification	5,240	4,166	(1,074)	(26%)
ISO 27001 Certification - Info security	10,000	9,103	(897)	(10%)
Other Professional fees	0	4,034	4,034	100%
Professional Fees	30,240	68,265	38,025	56%
Small project costs	15,000	15,891	891	6%
Project Costs	15,000	15,891	891	6%
Disaster contingency plan	17,000	25,042	8,042	32%
Archive storage	14,400	23,256	8,856	38%
Subscriptions	800	167	(633)	(379%)
Training	8,800	5,743	(3,057)	(53%)
Specific Departmental Costs	41,000	54,208	13,208	24%
DEPARTMENTAL TOTAL	457,230	524,831	67,601	13%

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	HR - PARTNERS
CODE	PAR
BUDGET MANAGER	Kathryn N

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast	Variance
	2011-12	2010-11	
	£	£	£
Basic pay	112,330	100,532	(11,798)
Overtime	0	262	262
National insurance cost	10,225	9,944	(281)
Temporary Staff	3,600	3,300	(300)
Payroll	126,155	114,038	(12,117)
Fares	500	250	(250)
Subsistence	250	125	(125)
Travel & Subsistence	750	375	(375)
Printing and stationery	4,500	3,000	(1,500)
Mobile phone	300	51	(249)
Room hire	800	0	(800)
Office Services	5,600	3,051	(2,549)
Partners Recruitment & Interviews	43,970	43,526	(444)
Partners Training	221,490	174,922	(46,568)
Partners	265,460	218,448	(47,012)
Legal advice	5,000	8,196	3,196
Training	5,000	5,000	0
Specific Departmental Costs	10,000	13,196	3,196
DEPARTMENTAL TOTAL	407,965	349,108	(58,857)

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Budget v reforecast 2011-12 v4 (for committee)

Variance
%

(12%)
100%
(3%)
(9%)
(11%)

(100%)
(100%)
(100%)

(50%)
(488%)
0%
(84%)

(1%)
(27%)
(22%)

39%
0%
24%

(17%)

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	POLICY & STANDARDS
CODE	POL
BUDGET MANAGER	Michael Guthrie

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast	
	2011-12	2010-11	Variance
	£	£	£
Basic pay	148,063	137,141	(10,922)
Overtime	0	1,500	1,500
National insurance cost	15,923	14,856	(1,067)
Pension cost	15,618	16,466	848
Payroll	179,604	169,963	(9,641)
Fares	13,000	10,689	(2,311)
Subsistence	6,700	7,104	404
Conferences	3,000	4,801	1,801
Travel & Subsistence	22,700	22,594	(106)
Fees	2,790	1,763	(1,027)
Travel & subsistence	1,800	1,659	(141)
Council & Committee	4,590	3,422	(1,168)
Printing & Stationary	21,000	16,681	(4,319)
Mobile phone	821	641	(180)
Room Hire	1,000	1,000	0
Office Services	22,821	18,322	(4,499)
Standards of Proficiency (Prod, Dist)	6,600	3,300	(3,300)
General Events (Internal & External)	6,800	6,800	0
Research	25,000	7,000	(18,000)
Communications	38,400	17,100	(21,300)
Legal Advice	7,125	8,201	1,076
Professional Fees	7,125	8,201	1,076
Training	9,000	12,581	3,581
Subscriptions	500	2,700	2,200
Specific Departmental Costs	9,500	15,281	5,781
DEPARTMENTAL TOTAL	284,740	254,883	(29,857)
	0	0	

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Budget v reforecast 2011-12 v4 (for committee)

Variance

%
(8%)
100%
(7%)
5%
<hr/>
(6%)
(22%)
6%
38%
<hr/>
(0%)
(58%)
(8%)
<hr/>
(34%)
(26%)
(28%)
0%
<hr/>
(25%)
(100%)
0%
(257%)
<hr/>
(125%)
13%
<hr/>
13%
28%
81%
38%
<hr/>
(12%)

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	REGISTRATION
CODE	REG
BUDGET MANAGER	Richard Houghton

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast		
	2011-12	2010-11	Variance	Variance
	£	£	£	%
Basic pay	908,832	859,650	(49,182)	(6%)
Overtime pay	24,000	23,533	(467)	(2%)
National insurance cost	87,497	85,430	(2,067)	(2%)
Pension cost	44,496	47,914	3,418	7%
Temporary Staff	15,000	11,986	(3,014)	(25%)
Payroll	1,079,825	1,028,513	(51,312)	(5%)
Fares	2,750	2,520	(230)	(9%)
Subsistence	2,750	1,945	(805)	(41%)
Conferences	4,000	2,000	(2,000)	(100%)
Staff Travel & Subsistence	9,500	6,465	(3,035)	0
Printing and stationery	391,523	188,068	(203,455)	(108%)
Mobile Phone	400	328	(72)	(22%)
Office Services	391,923	188,396	(203,527)	(108%)
Internet/3G	800	502	(298)	(59%)
Computer Services	800	502	(298)	(59%)
International Assessments	133,200	230,245	97,045	42%
Grandparenting assessments	48,528	14,544	(33,984)	(234%)
CPD Assessors	166,840	82,624	(84,216)	(102%)
Test of Competence (All Professions)	12,640	7,920	(4,720)	(60%)
Appitude Tests	1,264	632	(632)	(100%)
Partners	362,472	335,965	(26,507)	(8%)
Other professional fee	0	77	77	100%
Legal Advice	4,000	4,000	0	0%
Professional Fees	4,000	4,077	77	2%
Small project costs	720	7,022	6,302	90%
Project Costs	720	7,022	6,302	90%
Subscriptions to professional bodies	6,850	7,312	462	6%
Training	42,270	25,226	(17,044)	(68%)
Specific Departmental Costs	49,120	32,538	(16,582)	(51%)
DEPARTMENTAL TOTAL	1,898,360	1,603,478	(294,882)	(18%)

HEALTH PROFESSIONS COUNCIL
BUDGET FOR YEAR TO 31 MARCH 2012

COST CENTRE	SECRETARIAT
CODE	SEC
BUDGET MANAGER	Louise Hart

Budget v reforecast 2011-12 v4 (for committee)

	Budget	Reforecast	Variance
	2011-12	2010-11	
	£	£	£
Basic pay	126,600	124,606	(1,994)
National insurance cost	16,064	13,774	(2,290)
Pension cost	13,933	7,391	(6,542)
Payroll	156,597	145,771	(10,826)
Fares	1,200	1,081	(119)
Subsistence	1,200	2,882	1,682
Conferences	1,000	2,417	1,417
Staff Travel & Subsistence	3,400	6,380	2,980
Printing and stationery	27,979	36,661	8,682
Room Hire	4,000	3,565	(435)
Mobile telephone	350	339	(11)
Office Services	32,329	40,565	8,236
Other professional fees	15	35	20
Legal advice	48,000	16,126	(31,874)
Professional Fees	48,015	16,161	(31,854)
Training	8,000	10,308	2,308
Specific Departmental Costs	8,000	10,308	2,308
DEPARTMENTAL TOTAL	248,341	219,185	(29,156)

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Budget v reforecast 2011-12 v4 (for committee)

Variance

%

(2%)
(17%)
<u>(89%)</u>
<u>(7%)</u>
(11%)
58%
59%
<u>47%</u>
24%
(12%)
<u>(3%)</u>
<u>20%</u>
57%
<u>(198%)</u>
<u>(197%)</u>
22%
<u>22%</u>
<u>(13%)</u>

HEALTH PROFESSIONS COUNCIL
ANNUAL BUDGET
FOR THE YEAR ENDED 31 MARCH 2012

Introduction

The budget for year ended 31 March 2012 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.

Detailed Summary

The budget is showing a deficit of £110,593 after depreciation at the end of the financial year to 31 March 2012, compared to a reforecast surplus of £539,603 at the end of the current financial year.

Income

The budget shows total income of £17,208,994 compared to a reforecast £16,664,594, an increase of 3.27%

Summary of registrant numbers

	Budget 2011/12	Reforecast 2010/11
UK applications	9,130	9,484
International Applications	925	1,260
Readmission	11,138	5,476
Grandparenting	337	150
Number of registrants as at 31 March	217,033	212,500

The budget shows a decrease of 354 UK applications being received compared to the reforecast, a decrease of £33K. The budget shows a decrease of 335 (140K) International applications being received.

At the end of the financial year to 31 March 2012 the register will have increased to 217,033 registrants, an increase of 2.0%. The budget also shows 337 grandparenting applications being received for the Practitioner Psychologists during the year.

Expenditure

The budget shows expenditure, before depreciation of £16,656,835 for financial year ended 31 March 2012 compared to a reforecast expenditure of £15,589,684 an increase of 6.85%.

Chief Executive

The budget shows expenditure of £316K, a decrease of 12.4%. The department will employ two members of staff during the year. The travel and subsistence costs includes to travelling done to various working groups and attendance at conferences.

Council, Committee and PLG's

The budget shows expenditure of £399K, an increase of 10.2%. The increase is mainly due to the extra ETC away day and the current vacancy being filled which will increase attendance costs. There have been no changes to the number of meetings held each year, with 7 council meetings being held.

Communications Department

The budget shows expenditure of £1,114K, an increase of 6.7% from the 2010/11 reforecast. The budget shows no increase in the number of staff with the total number of staff employed being ten. There will be £155K spent on campaigns, Google adwords, Yellow pages and Thomson local. Web expenditure will be increase to also monitor social network activity. There will be 9 meet the HPC events (formally listening events) held during the year and attendance at all party political conferences.

Education Department

The budget shows expenditure of £792K, an increase of 9.9%. During the year the department will undertake 68 visits and 5 annual monitoring assessment days. The department will be made up of 15 employees.

Facilities Management Department

The budget shows expenditure of £845K, an increase of 0.4%. During the year the department will employ 6 members of staff. The building refurbishment work includes redecoration of some Park House offices, the Mezzanine and some work in the Stannary Street building. The room hire costs of £49K include storage at Shuggard Storage and room hire at the Evangelical Alliance. The Postage costs relate to the franking machine and Printing and Stationery costs refer to general stationery and printed material such as headed paper. All other Postage, printing and Stationery costs are budgeted by separate departments. Other office services includes cost for assisting in office moves and storage.

Finance department

The budget shows expenditure of £644K, an increase of 4.0%. During the year the department will employ 8 members of staff, with an additional temporary member of staff planned for 6 months. This is to help reduce the finance administrative burden on other departments prior to the PRS update project implementation. The increase pension administration cost relate to the liability on HPC for the Flexiplan. The small project costs relate to online expenses investigation work and an investigation into online direct debits for registrants. scheme.

Fitness to Practise Department

The budget shows expenditure of £7.5m, an increase of 6.45% from 2010/11. During the year, the FTP department will manage 791 cases, resulting in 899 days of hearings. By the end of the financial year 44 members of staff will be employed by the department. The legal expenses will increase from £2,787k in 2010/11 to £2,912k in 2011/12 an increase of 4%.

Human Resources Department

The budget shows expenditure of £452K, an increase of 5.0%. The department will employ four members of staff during the year. The staff recruitment cost of £94K is lower than previous years due to the increased use of on-line advertising. The organisational training of £60k includes individual training identified during the performance review process and computer training, management development and change management.

Human Resources Partners Department

The budget shows expenditure of £408K and increase of 16.9%. The department will employ four staff members during the year. The recruitment costs of £44K include the costs of recruiting visitors, panel members and Registration assessors. The training costs of £221K include the costs of assessor training, visitor training; panel chairs training, panel training and legal assessor training.

IT Department

The budget shows expenditure of £1,142K, an increase of 13.85%. During the year, additional costs of approximately will include support for the new FTP system £90k and Semafone £14k. The total number of staff in the IT department will remain at 5. The small projects consist of Windows 7 role-out, telephone change cycle and BES in DR at Rackspace.

Major Projects

The budget shows operating expenditure of £216K. There are 7 major projects expected in this financial year. Those with operational cost elements are: the planned building purchase, FTP case management system, Educational systems review and Information security.

Operations Department

The budget shows expenditure of £457K, an increase of 12.9%. During the year the department will employ 6 members of staff including the project department. The ISO 9001 cost of £5K includes 2 BSI audits during the year. There are costs of £10K to work towards the ISO 27001 Standard, Information Security. The Disaster recovery cost of £17K includes the costs of 10 desks offsite at Uxbridge. The small projects include crystal report development.

Policy and Standards Department

The budget shows expenditure of £285K, an increase of 11.7%. During the year the department will employ 4 members of. Included in the Printing and Stationery costs is the costs for printing consultation documents and plain English editing. The research budget of £25k is to look into service user involvement mediation/ADR.

Registration Department

The budget shows expenditure of £1,898K an increase of 18% from the 2010/11 reforecast. During the year, 9 professions will commence their new 2 year renewal cycle. The budget shows no increase in the number of staff with the total number of staff employed being 37. There will be 2,771 CPD assessments done during the year over twenty assessment days.

Secretariat Department

The budget shows expenditure of £248K, a increase of 13.3%. The department will employ three members of staff during the year. The printing and stationery costs of £28K relate to the printing of council and committee papers, decrease of £8K compared to 2011/11 due to council members receiving their papers electronically.

Depreciation

The budget shows expenditure of £660K, an increase of 23.9%. The depreciation includes Property Depreciation, Office equipment depreciation, Computer Equipment and Computer Software Depreciation.