

Finance and Resources Committee 21 June 2011

Annual review of actions taken in 2010-11: Public meetings

Executive summary and recommendations

Introduction

An annual review of the actions arising from meetings in 2010-11 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.

Resource implications

None.

Financial implications

None.

Appendices

List of actions arising from meetings in 2010-11.

Date of paper

8 June 2011.

Action points

Finance and Resources Committee: Public meetings

2010-11

| | Action point (and location in the minutes) | For the attention of | Action by | Comments |
|---|--|-------------------------------------|------------------|--|
| | 17 June 2010 | | | |
| 1 | Draft annual report and accounts: Committee agreed to approve the draft, subject to amendments. (6.7) | GB | 7 July 2010 | Actioned. The annual report was approved by the Audit Committee on 24 June and by Council on 7 July. It was certified by the Comptroller and Auditor General on 14 July. |
| 2 | Human Resources report: Director of Human Resources to investigate reason for 255 agency days being used in March 2010 and report back. (8.6) | TH | 29 July 2010 | Actioned. At the meeting on 29 July 2010, the Committee noted that this was due to temporary workers being employed in the Fitness to Practise department and an evening shift in the Registration department, to deal with the peak period of renewals work. |
| 3 | Partner Manager report: Partner Manager to investigate reason for forecast of 22 arts therapist visitors in 2010-11 and report back. (9.5) | KN | 29 July 2010 | Actioned. Following a review of the number of programmes and Visitor requirements, the number of arts therapist visitors required was reforecast from 22 to 15. (See Partner Manager report on agenda for 29 July 2010). |

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| | 29 July 2010 | | | |
| 4 | <p>Finance Report:</p> <p>Committee agreed that the management accounts should show the expected out-turn for the end of the financial year.</p> <p>(6.7)</p> | GB | 6 September 2010 | A six month reforecast of the year end position was prepared in September 2010 and was included in the Finance Report to the meeting held on 22 November 2010. |
| 5 | <p>Equality and Diversity annual statistics – employees and partners:</p> <p>Committee noted that some of the data (for example, age ranges) was divided differently for employees and partners. The Committee agreed that the Executive should ensure that the data was presented consistently in future reports.</p> <p>(12.2)</p> | TH | Ongoing from July 2011 | |
| | 6 September 2010 | | | |
| 6 | <p>Purchase order, invoice and expenses signatories:</p> <p>Committee agreed to add one additional member of the Fitness to Practise team to the authorisation list, for amounts up to £1000.</p> <p>(11.3)</p> | GB | 22 November 2010 | Actioned. |
| | 22 November 2010 | | | |
| 7 | <p>Investment update and portfolio diversification - Committee agreed that:</p> <p>(1) Rensburg Sheppards should continue as HPC's professional fund manager; and</p> <p>(2) HPC's investment portfolio should be diversified, as recommended in the paper.</p> <p>(7.6)</p> | GB | 27 January 2011 | Actioned. See further paper on agenda for 27 January 2011. |

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| 8 | Bank mandate signatory update: Committee agreed the revised bank mandate signatory/approval list, to take immediate effect. (12.4) | GB | 22 November 2010 | Actioned. |
| 27 January 2011 | | | | |
| 9 | Committee agreed the Executive should provide a report giving details of expenditure on the project to transfer regulatory functions from the General Social Care Council to HPC. (6.8) | GB | 17 March 2011 | Actioned. See paper to note on agenda for 17 March 2011. |
| 10 | Draft budget 2011-12: Committee agreed that the budget should be brought back to its meeting on 17 March 2011. (12.5) | GB | 17 March 2011 | Actioned. See further paper on agenda for 17 March 2011. |
| 17 March 2011 | | | | |
| 11 | Internal audit report on financial systems: Committee agreed that the report should be presented to its next meeting. (11.2) | GB | 28 April 2011 | Actioned. See paper on agenda for today's meeting. |
| 12 | Draft budget 2011-12: Committee agreed to recommend the draft budget to the Council. (11.8) | GB | 31 March 2011 | Actioned. The budget was approved by the Council on 31 March 2011. |
| 13 | Financial reserves policy: Committee agreed to recommend to the Council that the reserves policy should be amended to that it required the reserves level to be a minimum of three average months' budgeted operating expenditure. (12.3) | GB | 31 March 2011 | Actioned. The recommended amendments to the policy were approved by the Council on 31 March 2011. |

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| 14 | Financial reserves policy: Committee agreed that the policy should be reviewed annually. (12.4) | GB | March 2012 | |
| 15 | Finance department workplan: Committee approved the workplan. (13.3) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 16 | Human Resources workplan: Committee approved the workplan. (14.5) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 17 | Information Technology workplan: Committee approved the workplan. (15.4) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 18 | Registration department workplan: Committee approved the workplan. (16.4) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 19 | Projects workplan: Committee approved the workplan. (17.4) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 20 | Business Process Improvement workplan: Committee approved the workplan. (18.4) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 21 | Project assessment: Committee agreed that the Executive should prepare a paper for the next meeting on how projects were assessed and how equality and diversity impact assessments would be conducted. (18.6) | GR-S | 28 April 2011 | Actioned. See paper on agenda for today's meeting. |

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| 22 | Social media policy for employees: Committee approved the policy. (20.3) | TH | 28 April 2011 | Actioned. The policy was approved by the Council on 12 May 2011. |
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