

Finance and Resources Committee 19 June 2012

Annual review of actions taken in 2011-12: Public meetings

Executive summary and recommendations

**Introduction**

An annual review of the actions arising from meetings in 2011-12 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 2011-12

**Date of paper**

7 June 2012.

## Action points

### Finance and Resources Committee: Public meetings, 2011-12

	<b>Action point (and location in the minutes)</b>	<b>For the attention of/ Comments on progress</b>
	<b>21 June 2011</b>	
1	Partner Manager report: Following completion of Partner self- assessment reappointment reviews for the financial year 2011-12, the Executive would conduct an analysis of the self-assessment process.  (8.4)	Partners Department/Fitness to Practise Department. Spring 2012.  See update in Partner Manager report on agenda for today's meeting.
2	Operations report: The Committee noted that a more detailed report on the recent disaster recovery/business continuity exercise would be submitted to the next meeting as part of the Operations report.  (10.6)	Director of Operations. 7 September 2011.  Completed. See paper on agenda for 7 September 2011.
3	Draft annual report 2011-12:  The Committee noted that, for future reports, more could be done to make the figures understandable to registrants and stakeholders. For instance notes could be added to explain the phrases: 'intangible assets' (software); and 'taxable income' (to explain that this is in respect of investments).  (11.6)	Director of Finance. Development of 2012 annual report
4	Expenses policies: The Committee recommended that the Council agree the amended expense policies, subject to consideration of the changes in paragraph 13.5, and minor editing changes, at its meeting of 7 July 2011.  (13.6)	Director of Finance. 7 July 2011.  Completed. The amended policies were approved by the Council on 7 July 2011 and took effect on 1 September 2011.
5	Partner complaints procedure:  The Committee recommended that the Council approve the revised Partner complaints policy at its meeting of 7 July 2011.  (14.3)	Director of Human Resources. 7 July 2011.  Completed. The revised policy was approved by the Council on 7 July 2011.

	<b>7 September 2011</b>	
6	<p>Partner Manager report:</p> <p>Committee agreed that details of the response to the advertising campaign for social worker partner vacancies should be reported to its next meeting.</p> <p>(8.3)</p>	<p>Partner Manager. 24 November 2011.</p> <p>Completed. See Partner Manager report on agenda for meeting on 24 November 2011.</p>
7	<p>Human Resources strategy 2011-15:</p> <p>Committee approved the new strategy.</p> <p>(11.6)</p>	<p>Director of Human Resources. Ongoing to 2015.</p>
8	<p>Integrating the regulation of social workers in England into the HPC renewal cycle:</p> <p>Committee agreed that the Executive should report to its next meeting on the likely timetable for the legislation for the transfer of regulatory functions.</p> <p>(12.5)</p>	<p>Director of Operations. 24 November 2011.</p> <p>The Committee has received progress reports on the transfer of regulatory functions at each meeting.</p> <p>The transfer of functions is due to take place on 1 August 2012.</p>
	<b>24 November 2011</b>	
9	<p>Five Year Plan:</p> <p>Committee agreed that, in order to facilitate discussion, at its next meeting it should receive the forecast alongside the five year plan. The Committee agreed that the forecast should take account of any impact of Continuing Professional Development audits on registrant numbers.</p> <p>(9.3)</p>	<p>Head of Business Process Improvement. 26 January 2012.</p> <p>Completed. The revised Five Year Plan and the forecast of registrant numbers were considered by the Committee on 15 March 2012. See point 17 below.</p>
10	<p>Five Year Plan: Committee agreed that, for clarity, the plan should be amended to set out the assumptions relating to each section. The Committee agreed that the amended plan should be considered at its next meeting.</p> <p>(9.4)</p>	<p>Director of Finance. 26 January 2012.</p> <p>Completed. See comment in row above.</p>

11	<p>Council and Committee members' fees and allowances. Committee agreed that:</p> <ul style="list-style-type: none"> <li>the scope of the review should cover the Chair of Council, all Council and Committee members and all Partner roles;</li> <li>the review should not consider differential rates for Chairs of committees, as the duties of Chairs were not significantly different from committee members;</li> <li>the review should consider whether there should be continue to be a significant differential in the fee paid to Panel members and the fee paid to Panel chairs;</li> <li>the review should be conducted by the Executive and should seek comparisons with UK regulators of healthcare professionals and similar organisations;</li> <li>it would be desirable to have small and frequent changes to the fees and allowances, compared to infrequent and larger increases. However, any increases should be based on the evidence of the review and should take account of the current economic climate; and</li> <li>the findings of the review should be reported to the meeting of the Committee on 15 March 2012.</li> </ul> <p>(16.3)</p>	<p>Chief Executive and Registrar. Ongoing to 15 March 2012.</p> <p>On 6 December 2011, the Council agreed to postpone the review of Council and Committee members' and Partners' fees and allowances for the time being, in the light of forthcoming discussions on the future structure and size of the Council.</p>
<b>26 January 2012</b>		
12	<p>Reconciliation of deferred income: Presentation on findings</p> <p>Committee agreed that Mazars and the Executive should carry out the further work identified in the presentation, as follows:</p> <ul style="list-style-type: none"> <li>once the monthly difference movements were reduced to an acceptable level, investigate and identify the reason for the historic differences;</li> <li>process all banking before the month end, to ensure issues relating to cut-off dates did not arise;</li> </ul>	<p>Director of Finance/Financial Controller/Mazars. Ongoing.</p> <p>Following the Committee meeting on 26 January 2012, the historic difference between the two systems was identified as £46,000 and this amount was written off in the February 2012 management accounts. It was expected that, as a result of the work taken, there would be no difference between the systems at 31 March 2012.</p> <p>Pending work by Digital Steps to amend</p>

	<ul style="list-style-type: none"> <li>continue to perform monthly reconciliations to monitor the movement in the differences between NetRegulate and Sage; and</li> <li>instruct Digital Steps to fix transfer errors in the software.</li> </ul> <p>(6.4)</p>	the NetRegulate software, a manual process is in place to adjust any mis-postings in Sage. However, this does not require a significant amount of employee time.
13	<p>Finance report:</p> <p>The Committee noted that the report included a comparison between actual figures and the six month reforecast. The Committee noted that a nine month reforecast was due to be prepared in February 2012. The Committee agreed that the nine month reforecast should be presented to its next meeting.</p> <p>(8.4)</p>	<p>Director of Finance/Financial Controller. 15 March 2012.</p> <p>Completed. The nine month reforecast was included in the Finance report to the Committee meeting on 15 March 2012.</p>
14	<p>Finance report:</p> <p>The Committee noted that there were some corporate accounts which offered higher interest rates than the rates which currently applied to HPC's funds under management. The Committee agreed that the Executive should review this.</p> <p>(8.5)</p>	<p>Director of Finance/Financial Controller. 15 March 2012.</p> <p>At the meeting on 15 March 2012, it was reported that the interest rates which applied to HPC's funds under management were better rates than those offered in most of the market.</p>
15	<p>Draft budget 2012-13:</p> <p>Committee agreed that the Executive should revise the draft budget to include the information set out in paragraph 9.2 of the minutes, for consideration at the Committee's meeting on 15 March 2012.</p> <p>(9.5)</p>	<p>Director of Finance/Financial Controller. 15 March 2012.</p> <p>Completed. The amended budget was considered by the Committee on 15 March 2012 and recommended to the Council. See comment in row below.</p>
<b>15 March 2012</b>		
16	<p>Draft budget 2012-13: Committee agreed to recommend the budget to the Council for approval.</p> <p>(11.4)</p>	<p>Director of Finance. By 29 March 2012.</p> <p>Completed. The budget was approved by the Council on 29 March.</p>
17	<p>Five Year Plan: Committee agreed to recommend the plan to the Council for approval.</p> <p>(14.3)</p>	<p>Director of Operations. By 29 March 2012.</p> <p>Completed. The Five Year Plan was approved by the Council on 29 March.</p>

18	Finance workplan: Committee agreed to recommend the workplan to the Council for approval.  (15.4)	The workplan was approved by the Council on 10 May.
19	Human Resources workplan: Committee agreed to recommend the workplan to the Council for approval.  (16.6)	The workplan was approved by the Council on 10 May.
20	Information Technology workplan: Committee agreed to recommend the workplan to the Council for approval.  (17.5)	The workplan was approved by the Council on 10 May.
21	Registration department workplan: Committee agreed to recommend the workplan to the Council for approval.  (18.5)	The workplan was approved by the Council on 10 May.
22	Project management workplan: Committee agreed to recommend the workplan to the Council for approval.  (19.4)	The workplan was approved by the Council on 10 May.
23	Business Process Improvement workplan: Committee agreed to recommend the workplan to the Council for approval.  (20.6)	The workplan was approved by the Council on 10 May.