

**HEALTH PROFESSIONS COUNCIL
FINANCE AND RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON
WEDNESDAY 19TH MARCH 2003**

COUNCIL RATIFICATION REQUIRED

COUNCIL, PARTNERS AND STAFF EXPENSES

7. Council to ratify the recommendations set out in the minutes.

HEALTH PROFESSIONS COUNCIL
FINANCE AND RESOURCES COMMITTEE

MINUTES

**of the 8th Meeting of the Finance and Resources Committee held at Park House, 184
Kennington Park Road, London, SE11 4BU on Wednesday 19th March 2003**

PRESENT

Mr Colin Lea, Chairman
Dr Sandy Yule, Vice-Chairman
Mr Michael Barham
Professor Norma Brook
Mr Robert Clegg
Mr Keith M Ross
Mrs Jackie Stark
Mrs Barbara Stuart
Mr Neil Willis

Mr Daniel Ross (co-opted)

Mr Marc Seale (Chief Executive and Registrar)
Mr Paul Baker FCA (Secretary)

In attendance

Ms Ann Foster (Audit Committee)

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies had been received from Professor John Harper and Mr William Munro.
- 1.2 The Chairman welcomed Ann Foster to the meeting. It was AGREED that she should receive copies of agendas and minutes of this committee in future to assist her with her role as a member of the Audit Committee.
- 1.3 The Chairman congratulated Michael Barham on his recent appointment as Head of the School of Psychology and Therapeutic Studies at the University of Surrey, Roehampton.

2 APPROVAL OF AGENDA

- 2.1 The Draft Agenda was adopted as the Agenda for the Meeting.

3 APPROVAL OF MINUTES OF THE MEETING HELD ON 13TH FEBRUARY 2003

- 3.1 It was agreed that the minutes of the seventh meeting of the Health Professions Council Finance and Resources Committee be confirmed as a true record and signed by the Chairman.

4 MATTERS ARISING

- 4.1 Keith Ross sought clarification on Minute 5.5. A maximum of £500,000 might need to be withdrawn from the investment fund during February and March.
- 4.2 There were no further matters arising that were not otherwise covered in the agenda.

5 AUDIT COMMITTEE

- 5.1 Sandy Yule reported verbally on the meeting that had taken place earlier that day and whose minutes would be reported to this Committee at its next meeting.
- 5.2 The Terms of Reference of the Audit Committee, which had been previously circulated, were discussed. It was AGREED that the word "Other" should be added to form a revised 1.1 (ii) - Key Financial and Other Risk Identification. Whilst the prime role of the committee was to deal with financial matters, the remit might be enlarged to cover other matters, entirely at the discretion of the Finance & Resources Committee.
- 5.3 The Standing Orders of the Audit Committee, which had been previously circulated, were discussed. It was reported that the Standing Orders were to be amended to eliminate references to public meetings in paragraphs 30 and 36. There was also a minor spelling mistake to correct. Subject to these changes, the Standing Orders were AGREED.
- 5.4 BDO Stoy Hayward had tabled a paper which listed the 12 major financial risks which would have a significant bearing on the external audit work they would be undertaking. This would be appended to the Committee minutes. It was noted that they would commence their audit work on 22nd April 2003 and that audited draft accounts would be produced by 20th May for review and approval. Subsequent ratification by Council was anticipated at its meeting on 4th June.
- 5.5 It was noted that Internal Audit work would take place in the summer.

6 RISK ASSESSMENT

- 6.1 Marc Seale presented his paper, which had been previously circulated. The organisation would review risks annually.
- 6.2 It was recommended that the auditors should review the statistics that the Chief Executive puts to Council Meetings and verify that they were correctly drawn up.
- 6.3 It was agreed that ensuring tendering procedures were in place should be added to the risks and that risk 4.6 should be amended to delete "Appropriate compensation package in place".

- 6.4 It was noted that a Disaster Recovery Plan would be put to Council in about two months' time.

ACTION: MARC SEALE

- 6.5 It was AGREED that the amended paper was approved to form the basis of HPC's submission to the Privy Council in approximately two weeks' time.

7 COUNCIL, PARTNERS AND STAFF EXPENSES

- 7.1 The Secretary tabled proposals for Expense Policies for Council Members, Partners and Staff.

- 7.2 The Committee requested that a separate policy document be prepared for Medical and Legal Assessors.

- 7.3 The President was concerned that the attendance allowances shown should be maximums rather than a stated sum. It was agreed that as fees had been advertised, then it was not possible to make such an amendment at this stage. It could be revisited later.

- 7.4 The proposal to introduce a Childcare Allowance of up to a maximum of £30 a day, subject to receipt of an invoice was APPROVED, subject to the allowance being re-titled Care Allowance and also cover other situations, e.g. care of aged dependents. This allowance should also be extended to partners.

- 7.5 Subject to the above, the proposals were AGREED.

SUBJECT TO COUNCIL RATIFICATION

8 MANAGEMENT ACCOUNTS FOR 10 MONTHS ENDED 31ST JANUARY 2003

- 8.1 The Management Accounts, which had been circulated previously and showed an operating deficit of £469,436 against a budgeted deficit of £384,113, were NOTED. It was further NOTED that the Provision for Unrealised Losses of £503,359 reduced the result to an overall deficit of £972,795.

- 8.3 The Committee NOTED the tabled Management Accounts for February 2003, which showed an operating deficit of £563,807 against a budgeted deficit of £403,271. The Provision for Unrealised Losses of £503,918 reduced the result to an overall deficit of £1,067,725.

10 ANY OTHER BUSINESS

- 10.1 There was no Any Other Business

11 DATE AND TIME OF NEXT MEETING AND SUBSEQUENT MEETINGS

- 11.1 The next meeting was confirmed as Wednesday 20th May 2003 at 11 a.m. at a venue to be decided.

The Committee resolved that the next section of the meeting should be held in private because publicity would be prejudicial to the public interest, by reason of the confidential nature of the business transacted.

Signed (Chairman)

Date

APPENDICES

Expense Policies for

- **Council Members**
- **Medical and Legal Assessors**
- **Visitors**
- **Staff**

HEALTH PROFESSIONS COUNCIL

EXPENSES POLICY FOR COUNCIL MEMBERS FOR THEIR ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS (Revised April 2003)

1 INTRODUCTION

- 1.1 This revised policy comes into effect with effect from 1st April 2003.
- 1.2 The rates quoted in this policy document will change from time to time but changes will be sanctioned by the Finance and Resources Committee and notified to Council Members.
- 1.3 Attending members are asked to submit their expenses to the Council or Committee Secretary at the conclusion of the meeting in question or if this is not practicable, expenses should be submitted within two calendar weeks of the meeting to the Finance Department of HPC. Late submission may result in late settlement.
- 1.4 From time to time those other than Council Members may be co-opted onto Committees. Where Council Members sit on panels or otherwise acts as partners, e.g. as visitors, screeners or mediators, the rates below still apply.
- 1.5 All payments will be made into the bank accounts of Council Members. No payments will be made by cheque. HPC will endeavour to make such payments on the Friday following the receipt of an authorised claim by its Finance Department.
- 1.6 Receipts are required to substantiate claims, which should be made on the form provided. Vouchers for items below £5 are not required.

2 GENERAL CONDITIONS

- 2.1 Payments of Allowances and Expenses should only be made where expenses notified in the claim were actually and necessarily incurred.
- 2.2 Alternates or deputies may make claims as if they were the actual member for whom they were alternating or deputising, providing that two separate claims are not received.
- 2.3 Full details must be made on the claim form provided for the purpose.
- 2.4 **Wherever possible travel and hotels must be booked through the HPC travel agent (see separate instructions).**

3 ATTENDANCE ALLOWANCE

- 3.1 A daily rate of a maximum of £260 is payable for attendance at Council, Statutory Committee or formal Non-Statutory Committee Meetings, where Council Members undertake a role which otherwise be undertaken by a

partner and on any other specific business approved by Council. It is not payable for casual attendance at HPC premises. It should be noted that when this sum is payable to Council Members as opposed to their employers (e.g. NHS Trusts), UK taxation will be deducted at source. The position of Council Member is considered an "Office" under Income Tax legislation and payments are subject to PAYE legislation. The payment may also be subject to National Insurance.

- 3.2 Sums payable to the employers of Council Members should be billed by their employers on a monthly basis and should refer to the date(s) of the meeting(s) for which re-imburement is sought. If the appropriate dates are not billed or do not match the known dates of meetings, there will be a delay in settlement.
- 3.3 Self-employed persons may claim the lower of their daily charge-out rate or £260. A certificate of their daily charge-out rate must be lodged with the HPC Finance Department. This certificate is required from their accountant or, if no accountant is employed, self-certification is permitted.

4 TRAVELLING AND SUBSISTENCE

4.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of Council members. Expenses will only be reimbursed if actual expenses are incurred, i.e. no round sum payments will be made, just because a member has attended.

4.2 The following expenses will normally be paid:

Rail Fares: 1st Class rail fares at the cheapest available rates using the HPC nominated travel agent wherever practical.

Air Fares: Business Class airfares will be reimbursed at the discretion of the Council/Committee Secretary.

Tube, Coach and Bus Fares:

will be reimbursed as incurred.

Mileage Allowances:

Mileage allowance is payable for the use of the Council Members' own cars. These are in accordance with Inland Revenue rates, which are subject to annual change.

The rates in force with effect from 1 May 2002 until any notification of change is made are as follows:

Cylinder capacity	1 st 10,000 miles	Additional Miles
Any rating	40p	25p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

Taxi Fares: will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

Other Travelling Expenses:

Expenses incurred in respect of tolls, parking and ferries may be claimed.

Hotel Accommodation and Meals:

Bed and breakfast arrangements up to a daily maximum of £120 will be reimbursed. An evening meal up to a maximum of £30 will be reimbursed. Lunches will not normally be reimbursed if lunch is provided by HPC.

Members staying with friends or relatives may claim £30 towards subsistence.

Meals taken during travel will be similarly reimbursed if within the spirit of the clause above.

Care allowance (e.g. for children or elderly dependents):

An allowance of up to £30 per day will be paid but only against a valid invoice or receipt from the carer. It should be noted that such allowance is a benefit in the hands of the claimant and will be subject to tax and national insurance.

5 CONCLUSION

5.1 Council and Committee Members are expected to act honourably and sensibly within the spirit of this policy. Further advice and guidance is available from the Finance Department of HPC and individual Committee Secretaries.

HEALTH PROFESSIONS COUNCIL

EXPENSES POLICY FOR MEDICAL AND LEGAL ASSESSORS (April 2003)

1 INTRODUCTION

- 1.1 This policy comes into effect with effect from 1st April 2003.
- 1.2 The rates quoted in this policy document will change from time to time but changes will be sanctioned by the Finance and Resources Committee and notified to visitors.
- 1.3 medical and Legal Assessors are asked to submit their expenses to the Finance Department of HPC within two calendar weeks of the completion of their work. Late submission may result in late settlement. Authorisation will be made by the HPC director or manager responsible for their work.
- 1.4 All payments will be made into partners' bank accounts. No payments will be made by cheque. HPC will endeavour to make such payments on the Friday following the receipt of an **authorised** claim by its Finance Department.
- 1.6 Receipts are required to substantiate claims, which should be made on the form provided. Vouchers for items below £5 are not required.

2 GENERAL CONDITIONS

- 2.1 Payments of Allowances and Expenses should only be made where expenses notified in the claim were actually and necessarily incurred.
- 2.2 Full details must be made on the claim form provided for the purpose.
- 2.3 **Wherever possible travel and hotels must be booked though the HPC travel agent (see separate instructions).**

3 ATTENDANCE ALLOWANCE

- 3.1 A daily rate of a maximum of £530 is payable to medical and legal assessors. It should be noted that when this sum is payable to individuals as opposed to their employers (e.g. NHS Trusts or professional firms), UK taxation and national insurance will be deducted at source.
- 3.2 Sums payable to the employers of such assessors should be billed by their employers on a monthly basis and should refer to the date(s) of the work for which re-imbursment is sought. If the appropriate dates are not billed or do not match the known dates, there will be a delay in settlement.
- 3.3 Self-employed persons may claim the lower of their daily charge-out rate or £530. A certificate of their daily charge-out rate must be lodged with the HPC Finance Department. This certificate is required from their accountant or, if no accountant is employed, self-certification is permitted.

4 TRAVELLING AND SUBSISTENCE

4.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of partners. Expenses will only be reimbursed if actual expenses are incurred. The following expenses will normally be paid:

Rail Fares: Standard Class rail fares at the cheapest available rates.

Air Fares: Economy Class airfares will be reimbursed where appropriate and authorised.

Tube, Coach and Bus Fares:

will be reimbursed as incurred.

Mileage Allowances:

Mileage allowance is payable for the use of own cars. These are in accordance with Inland Revenue rates, which are subject to annual change.

The rates to be used until any notification of change is made are as follows:

Cylinder capacity	1 st 10,000 miles	Additional Miles
Any rating	40p	25p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

Taxi Fares: will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

Other Travelling Expenses:

Expenses incurred in respect of tolls, parking and ferries may be claimed.

Hotel Accommodation and Meals:

Bed and breakfast arrangements up to a daily maximum of £120 will be reimbursed. An evening meal up to a maximum of £30 will be reimbursed.

Members staying with friends or relatives may claim £30 towards subsistence.

Meals taken during travel will be similarly reimbursed if within the spirit of the clause above.

Care allowance (e.g. for children or elderly dependents):

An allowance of up to £30 per day will be paid but only against a valid invoice or receipt from the carer. It should be noted that such allowance is a benefit in the hands of the claimant and will be subject to tax and national insurance.

5 CONCLUSION

- 5.1 Medical and legal assessors are expected to act honourably and sensibly within the spirit of this policy. Further advice and guidance is available from the Finance Department of HPC and individual Committee Secretaries.

HEALTH PROFESSIONS COUNCIL

EXPENSES POLICY FOR PARTNERS in connection with their work as VISITORS, SCREENERS, PANEL MEMBERS AND MEDIATORS (April 2003)

1 INTRODUCTION

- 1.1 This policy comes into effect with effect from 1st April 2003.
- 1.2 The rates quoted in this policy document will change from time to time but changes will be sanctioned by the Finance and Resources Committee and notified to visitors.
- 1.3 Partners are asked to submit their expenses to the Finance Department of HPC within two calendar weeks of the completion of their work. Late submission may result in late settlement. Authorisation will be made by the HPC director or manager responsible for their work.
- 1.4 All payments will be made into partners' bank accounts. No payments will be made by cheque. HPC will endeavour to make such payments on the Friday following the receipt of an **authorised** claim by its Finance Department.
- 1.6 Receipts are required to substantiate claims, which should be made on the form provided. Vouchers for items below £5 are not required.

2 GENERAL CONDITIONS

- 3.4 Payments of Allowances and Expenses should only be made where expenses notified in the claim were actually and necessarily incurred.
- 3.5 Full details must be made on the claim form provided for the purpose.
- 3.6 **Wherever possible travel and hotels must be booked though the HPC travel agent (see separate instructions).**

3 ATTENDANCE ALLOWANCE

- 3.1 A daily rate of a maximum of £130 is payable to partners. It should be noted that when this sum is payable to visitors as opposed to their employers (e.g. NHS Trusts), UK taxation and national insurance will be deducted at source.
- 3.2 Sums payable to the employers of partners should be billed by their employers on a monthly basis and should refer to the date(s) of the work for which re-imbursment is sought. If the appropriate dates are not billed or do not match the known dates, there will be a delay in settlement.
- 3.3 Self-employed persons may claim the lower of their daily charge-out rate or £130. A certificate of their daily charge-out rate must be lodged with the HPC Finance Department. This certificate is required from their accountant or, if no accountant is employed, self-certification is permitted.

4 TRAVELLING AND SUBSISTENCE

4.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of partners. Expenses will only be reimbursed if actual expenses are incurred. The following expenses will normally be paid:

Rail Fares: Standard Class rail fares at the cheapest available rates.

Air Fares: Economy Class airfares will be reimbursed where appropriate and authorised.

Tube, Coach and Bus Fares:

will be reimbursed as incurred.

Mileage Allowances:

Mileage allowance is payable for the use of own cars. These are in accordance with Inland Revenue rates, which are subject to annual change.

The rates to be used until any notification of change is made are as follows:

Cylinder capacity	1 st 10,000 miles	Additional Miles
Any rating	40p	25p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

Taxi Fares: will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

Other Travelling Expenses:

Expenses incurred in respect of tolls, parking and ferries may be claimed.

Hotel Accommodation and Meals:

Bed and breakfast arrangements up to a daily maximum of £120 will be reimbursed. An evening meal up to a maximum of £30 will be reimbursed.

Members staying with friends or relatives may claim £30 towards subsistence.

Meals taken during travel will be similarly reimbursed if within the spirit of the clause above.

Care allowance (e.g. for children or elderly dependents):

An allowance of up to £30 per day will be paid but only against a valid invoice or receipt from the carer. It should be noted that such allowance is a benefit in the hands of the claimant and will be subject to tax and national insurance.

5 CONCLUSION

- 5.1 Visitors are expected to act honourably and sensibly within the spirit of this policy. Further advice and guidance is available from the Finance Department of HPC and individual Committee Secretaries.

HEALTH PROFESSIONS COUNCIL

EXPENSES POLICY FOR STAFF

(April 2003)

1 INTRODUCTION

- 1.1 This policy comes into effect with effect from 1st April 2003.
- 1.2 The rates quoted in this policy document will change from time to time but changes will be sanctioned by the Finance and Resources Committee and notified to staff.
- 1.3 Staff are required to submit their authorised expenses to the Finance Department within one week of the end of each calendar month. Late submission may result in late settlement.
- 1.4 Where staff rarely make claims and it is not likely that a further claim made be made in a month, claims may be submitted as soon as the expense is incurred.
- 1.5 All payments will be made into staff members' bank accounts. No payments will be made by cheque. HPC will endeavour to make such payments on the Friday following the receipt of an **authorised** claim by its Finance Department.
- 1.6 Receipts are required to substantiate claims, which should be made on the form provided. Vouchers for items below £5 are not required.

2 GENERAL CONDITIONS

- 2.1 Payments of expenses are only made where expenses notified in the claim were actually and necessarily incurred.
- 2.2 Full details must be made on the claim form provided for the purpose.
- 2.3 **Wherever possible travel and hotels must be booked though the HPC travel agent (see separate instructions).**

3 TRAVELLING AND SUBSISTENCE

- 3.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of staff. Expenses will only be reimbursed if actual expenses are incurred. The following expenses will normally be paid:

Rail Fares: Standard Class rail fares at the cheapest available rates. For members of the Executive Management Team, First Class rail may be claimed where train journeys exceed one hour and work is done on the train.

Air Fares: Economy Class airfares will be reimbursed where appropriate and authorised. Business class fares may be claimed by the Executive

Management Team following prior authorisation by the Chief Executive and Registrar.

Tube, Coach and Bus Fares:

will be reimbursed as incurred.

Mileage Allowances:

Mileage allowance is payable for the use of own cars. Use of cars by staff will only be permitted if rules for such use as published in the staff handbook are followed. Mileage rates are in accordance with Inland Revenue rates, which are subject to annual change.

The rates to be used until any notification of change is made are as follows:

Cylinder capacity	1 st 10,000 miles	Additional Miles
Any rating	40p	25p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

Taxi Fares: will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

Other Travelling Expenses:

Expenses incurred in respect of tolls, parking and ferries may be claimed.

Hotel Accommodation and Meals:

Bed and breakfast arrangements up to a daily maximum of £120 will be reimbursed. An evening meal up to a maximum of £30 will be reimbursed.

Members staying with friends or relatives may claim £30 towards subsistence.

Meals taken during travel will be similarly reimbursed if within the spirit of the clause above.