

UNCONFIRMED

**HEALTH PROFESSIONS COUNCIL  
FINANCE AND RESOURCES COMMITTEE**

**NOTES**

**of the 11<sup>th</sup> Meeting of the Finance and Resources Committee held in the  
Council Chamber, Park House, 184 Kennington Park Road, London, SE11 4BU  
on Tuesday 23<sup>rd</sup> September 2003 at 11 a.m.**

**PRESENT**

Mr Colin Lea, Chairman  
Mr Robert Clegg  
Mr Keith Ross  
Dr Sandy Yule

Mr Daniel Ross (co-opted)

Mr Marc Seale (Chief Executive and Registrar)  
Mr Paul Baker FCA FCMI (Finance Director and Committee Secretary)  
Ms Denise Thompson (HR Director)  
Mr Roy Dunn (Director – Information)

**AS THE MEETING WAS INQUORATE, THE CHAIRMAN OMITTED THE ITEMS  
FOR DISCUSSION AND DECISION AND ONLY TOOK ITEMS IN THE AGENDA  
MARKED AS ITEMS TO NOTE**

**FIN03/031 APOLOGIES FOR ABSENCE**

31.1 Apologies had been received from Mr Michael Barham, Professor Norma Brook, Professor John Harper, Mr William Munro, Mrs Jackie Stark, Mrs Barbara Stuart and Mr Neil Willis (who was chairing a panel meeting in the adjacent building).

**FIN03/032 APPROVAL OF AGENDA**

32.1 The Draft Agenda, excluding items for Discussion/Decision, was adopted as the Agenda for the Meeting.

**FIN03/033 APPROVAL OF MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> JULY 2003**

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

**FIN03/034      MATTERS ARISING**

- 34.1            The Secretary reported that work on the Disaster Recovery Plan had recommenced following the conclusion of the refurbishment. The Committee noted that the Plan would be brought to the Committee in due course but in the meantime a trial enactment of a disaster will take place to test existing systems and performance. This will enable a more realistic plan to be devised.
- 34.2            The Secretary reported that all formalities had been successfully concluded with the bank and the lawyers the day after the previous Committee Meeting, i.e. 23<sup>rd</sup> July 2003. The facility had been granted and utilised. The Chairman indicated that he would attend the next scheduled meeting with the bank so that he could indicate the Committee's dissatisfaction with the time taken for the facility to come through.
- 34.3            Discussion took place concerning BDO Stoy Hayward's recommendation for contracts of employment for staff to include work for the Professions Supplementary to Medicine Charitable Trust. It was noted that this was for VAT purposes. The continuation of the Charitable Trust was likely to be discussed by Council shortly as the education (JVC) work was possibly going to cease at the end of the financial year. Discussion on the acceptance of the recommendation was deferred to the next meeting when more would be known and BDO Stoy Hayward could attend to explain further their recommendation.
- 34.4            There were no further matters arising that were not otherwise covered in the agenda.

**FIN03/035      MANAGEMENT ACCOUNTS FOR THE 4 MONTHS ENDED 31<sup>ST</sup> JULY 2003**

- 35.1            The Committee noted the Commentary and Management Accounts which had previously been circulated. The deficit for the 4 months was £687,000 which was £107,000 better than the budget of £794,000. The results were further enhanced by unrealised gains on investments of £214,000.

**FIN03/036      MANAGEMENT ACCOUNTS FOR THE 5 MONTHS ENDED 31<sup>ST</sup> AUGUST 2003**

- 36.1            The Committee noted the Commentary and Management Accounts which had previously been circulated. The deficit for the 5 months was £761,000 which was £123,000 better than the budget of £884,000. The results were further enhanced by unrealised gains on investments of £217,000.
- 36.2            More specific figures were asked for in the commentary when percentages were used so that members of the Committee to relate to figures in the accounts more readily.
- 36.2            The Committee noted that there was more financial risk with an ever-increasing number of fit to practice cases. With registrants having to sign that they were able to be registered, there was also a growing number of cases

where registrants indicated that there were those known to them that should not be on the register.

- 36.3 It was suggested that revenue in respect of new professions should be eliminated from this year's budget as this was not likely to come until April next year.
- 36.4 It was suggested that, whilst the Committee was not in a position to approve the Budget, Version 4 budget should be used for reporting purposes for the time being.

**FIN03/037 HUMAN RESOURCES REPORT**

- 37.1 The HR Director presented her report which indicated that the target date for the Finance & Resources Committee to approve the staff handbook was November 2003. She showed a copy of the likely Contents page. Training would be necessary as there would be changes from former CPSM policies. An original loose-leaf hard copy of the handbook would be issued to staff as it was part of the conditions of employment and there would also be a copy placed on the intranet. Although the Committee would be shown the full handbook, there would be a summary of the major salient points produced for ease of review.
- 37.2 She also reported that the second phase of partner recruitment would commence at the end of September with appointments made by the end of January 2004. The advertisements would be targeted towards individual professions as they came up for renewal and a specimen advertisement for paramedics in *Ambulance Today* was shown to the meeting.
- 37.3 Members of the Committee indicated that the "up to 30 days" requirement for partners was off-putting for potential partners. They recommended that a substitute phrase "in the region of 10 – 15 days" be used.
- 37.4 Some discussion took place with regard to the travel policy for partners and also the attendance allowances paid to Council Members attending as partners. The Committee could not make specific recommendations but suggested that consideration be given to leaving the Council members' attendance allowances as currently in force (£260 per day for specific HPC work) but allowing partners to claim first class travel if they so wished, as long as the scheduled single journey time exceeded 90 minutes.

**FIN03/038 INFORMATION AND IT MATTERS REPORT**

- 38.1 The Director – Information tabled his "Implementation of the Freedom of Information Act 2000 at HPC" paper which had already been taken to Council. He indicated that it would come into effect at the end of this year. Whilst confident that we would be able to accede to most reasonable requests (possibly with a £10 standard charge), there might be potential problems if we were inundated by a particular "campaign" or were asked for very comprehensive detailed information.

**FIN03/039 ANY OTHER BUSINESS**

**39.1 Pensions**

Council Member Ann Foster had asked the Committee to obtain information on the mix of investments in the Pension Fund. The Secretary tabled a paper which indicated the mix of investments by category. At 31<sup>st</sup> August the total value of the Flexiplan 1 Scheme was £58,668,269. A copy of the paper had been sent to Ms Foster.

**FIN03/040 DATE AND TIME OF NEXT MEETING**

40.1 The next meeting was confirmed as Thursday 20<sup>th</sup> November 2003 at 11 a.m. in Park House.

**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 .....