

Council Meeting – 25 March 2010

Budget for year to 31 March 2011 – Numerical Data

Executive summary and recommendations

Introduction

A copy of the numerical data for HPC’s annual budget for the year ending 31 March 2011 is attached.

The budget was reviewed by the Finance and Resources Committee on 17 March 2010. Any changes requested at the Finance and Resources Committee meeting will be circulated to Council on the day of the meeting.

Decision

The Council is asked to discuss and approve the Annual budget for 2010-2011.

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.

Resource implications

Budget holders time in creating and delivering the budget

Financial implications

HPC income and expenditure for financial year ending 31 March 2011

Appendices

Appendix One – Numerical data for budget for the financial year ending 31 March 2011

Date of paper

10 March 2010

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-10-13	a	Council	PPR	2010-2011 Budget Numerical Data	Draft DD: None	Public RD: None

APPENDIX ONE

HEALTH PROFESSIONS COUNCIL

Budget

For the year ended 31 March 2011

Version 6

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BUDGET FOR YEAR TO 31 MARCH 2011

Key Assumptions & Notes

1. HPC will undertake in 11 major projects including the FTP FTP case management system
2. The register will transfer for the Hearing Aid Dispensers on 1 April 2010
3. 6 professions will commence a new 2 year cycle
4. There will be 43 approval visit and 6 annual monitoring assessment days
5. The total number of FTP cases we will instruct will be on approximately 583 cases in 2010/11, including 240 cases for 08/09. There will be approx 945 days of hearings (including reviews, appeals and ICP'S)
6. The number of employees will increase to 146 as at 31.03.11, an increase of 14 from 01.04.10.
7. The benchmark annual salary increase is 1.5%.

Income and Expenditure

	Budget 2010/11 £	Forecast 2009/10 £	Variance £	Variance %
INCOME				
Arts Therapists	212,046	189,417	22,629	11.95
Biomedical Scientists	1,804,921	1,753,981	50,940	2.90
Chiropodists	981,838	922,728	59,110	6.41
Clinical Scientists	353,502	342,787	10,715	3.13
Dietitians	553,616	518,152	35,464	6.84
Hearing Aid Dispensers	89,188	-	89,188	0.00
Occupational Therapists	2,502,429	2,352,908	149,521	6.35
Operating Department Practitioners	781,946	701,890	80,056	11.41
Orthoptists	99,984	97,559	2,425	2.49
Paramedics	1,206,263	1,107,190	99,073	8.95
Physiotherapists	3,696,137	3,284,861	411,276	12.52
Prosthetists & Orthotists	69,518	67,514	2,004	2.97
Practitioner Psychologists	1,302,463	663,093	639,370	96.42
Radiographers	2,164,375	1,942,637	221,738	11.41
Speech and Language Therapists	1,016,233	978,402	37,831	3.87
Registration Income	16,834,459	14,923,120	1,911,339	12.81
Cheque/credit card write offs	(3,000)	(3,000)	-	0.00
TOTAL INCOME	16,831,459	14,920,120	1,911,339	12.81
EXPENDITURE				
Departments				
Chair	50,168	49,433	(735)	(1.49)
Chief Executive	313,486	370,631	57,145	15.42
Council, Committees & PLG	399,758	384,948	(14,810)	(3.85)
Communications	1,121,510	1,096,052	(25,458)	(2.32)
Education	745,431	657,589	(87,843)	(13.36)
Facilities Management	894,708	872,075	(22,633)	(2.60)
Finance	646,717	601,323	(45,394)	(7.55)
Fitness to Practise	7,145,823	5,979,165	(1,166,658)	(19.51)
Human Resources	519,693	432,755	(86,938)	(20.09)
Human Resources Partners	412,144	326,343	(85,801)	(26.29)
IT Department	1,041,185	897,255	(143,930)	(16.04)
Operations Office	502,417	430,827	(71,590)	(16.62)
Policy & Standards	312,982	262,140	(50,841)	(19.39)
Major projects	295,875	322,178	26,303	8.16
Registration	1,616,124	1,800,783	184,659	10.25
Secretariat	252,398	266,818	14,420	5.40
Operating Expenses	16,270,417	14,750,313	(1,520,104)	(10.31)
Operating Surplus/ (Deficit)	561,041	169,806	391,235	230.40
Depreciation	540,546	366,473	(174,073)	(47.50)
Surplus/ (Deficit) after Depreciation	20,495	(196,666)	217,162	

Profession Summary

	2010-11 Budget £	Forecast 2009/10 £	Variance £	Variance %
Income by profession				
UK Graduate security fee	493,216	488,342	4,874	1.00
Readmission fees	309,120	329,383	(20,263)	(6.15)
International scrutiny fees	529,368	601,440	(72,072)	(11.98)
Renewal fees	15,439,754	13,453,555	1,986,199	14.76
Grandparenting scrutiny fees	63,000	50,400	12,600	25.00
	<u>16,834,458</u>	<u>14,923,120</u>	<u>1,911,338</u>	<u>12.81</u>

OVERHEAD TOTAL

	Budget 2010/11 £	Reforecast 2010/11 £	Variance £	%
Payroll				
Basic pay	4,559,588	3,900,848	(658,740)	(16.89)
Overtime	51,953	57,078	5,125	8.98
National Insurance cost	530,290	424,842	(105,448)	(24.82)
Pension cost	332,220	307,979	(24,241)	(7.87)
Medical insurance	1,400	1,613	213	13.21
Staff recruitment	192,000	167,994	(24,006)	(14.29)
Temporary staff	151,752	262,177	110,425	42.12
Payroll contingency	15,000	18,000	3,000	16.67
	5,834,203	5,140,531	(693,672)	(13.49)
Staff travelling and subsistence				
Fares	143,536	124,045	(19,491)	(15.71)
Car expenses and car park	1,496	1,500	4	0.27
Subsistence	60,304	67,463	7,159	10.61
Entertaining	3,000	185	(2,815)	(1,521.62)
Conferences	11,850	7,916	(3,934)	(49.70)
	220,186	201,109	(19,077)	(9.49)
Council and committee expenses				
Fees	175,664	142,591	(33,073)	(23.19)
Travelling and subsistence	119,888	116,934	(2,954)	(2.53)
Tax Cost (NI ER and PAYE)	36,000	36,695	695	1.89
Conference expenses	13,000	13,418	418	3.12
Training	8,600	571	(8,029)	(1,406.13)
Other Council Meetings	0	10,647	10,647	100.00
	353,152	320,856	(32,296)	(10.07)
Property services				
Business rates	107,000	82,935	(24,065)	(29.02)
Water	2,600	2,815	215	7.64
Electricity	54,000	49,439	(4,561)	(9.23)
Gas	12,000	(1,317)	(13,317)	1,011.16
Cleaning contractors	48,000	49,655	1,655	3.33
Cleaning materials	5,000	6,813	1,813	26.61
Waste disposal	16,000	11,561	(4,439)	(38.40)
Repairs and maintenance	25,000	20,302	(4,698)	(23.14)
Maintenance contracts	19,080	15,784	(3,296)	(20.88)
Security	40,000	39,129	(871)	(2.23)
Building Refurbishment	55,450	54,154	(1,296)	(2.39)
Property depreciation	35,300	42,627	7,327	17.19
	419,430	373,897	(45,533)	(12.18)

ANNUAL BUDGET 2010/11

OVERHEAD TOTAL				
	Budget	Reforecast	Variance	
	2010/11	2010/11	£	%
	£	£	£	%
Office services				
Printing and stationery	424,901	576,107	151,206	26.25
Photocopying	10,000	16,239	6,239	38.42
Postage	94,960	90,652	(4,308)	(4.75)
Telephone	50,000	38,601	(11,399)	(29.53)
Mobile telephone	10,854	9,243	(1,611)	(17.43)
Video Conferencing	5,000	750	(4,250)	(566.67)
Couriers	25,750	20,954	(4,796)	(22.89)
Office equipment < £1000	14,794	36,072	21,278	58.99
Office equipment rental	5,400	6,975	1,575	22.58
Catering	89,386	72,609	(16,777)	(23.11)
Other office services	32,800	9,427	(23,373)	(247.94)
Room Hire	243,891	178,575	(65,316)	(36.58)
Office equipment disposals	1,000	0	(1,000)	0.00
Office equipment depreciation	31,642	20,230	(11,412)	(56.41)
Video Conferencing	5,000	0	(5,000)	0.00
	1,045,378	1,076,434	31,056	2.89
Computer services				
Hardware < £1000	14,350	16,153	1,803	11.16
General Hardware support and Miantenan	23,500	19,491	(4,009)	(20.57)
Software Licences	0	10,043	10,043	100.00
General software support and maintenanc	87,300	71,216	(16,084)	(22.58)
NetRegulate software support and mainte	150,000	134,346	(15,654)	(11.65)
Managed Web/Internet services	295,000	243,476	(51,524)	(21.16)
Internet/3G	10,853	10,483	(370)	(3.53)
IT Consumerables	7,500	5,581	(1,919)	(34.38)
HPC Computer Training	0	0	0	0.00
Offsite tape data archive	1,520	1,760	240	13.64
Other computer services costs	0	0	0	0.00
Specialist external support	12,000	14,475	2,475	17.10
IT Hardware Disposals	1,500	5,307	3,807	71.74
Computer equipment deprecation	63,297	56,560	(6,737)	(11.91)
Computer software deprecation	410,307	247,056	(163,251)	(66.08)
	1,077,127	835,947	(241,180)	(28.85)
Communications				
Campaigns	215,000	190,898	(24,102)	(12.63)
Annual Reports (Design, Distribute)	13,000	15,642	2,642	16.89
Brochures	84,500	84,536	36	0.04
Listening Events	48,000	39,981	(8,019)	(20.06)
Market Research	50,000	53,694	3,694	6.88
Translations	10,000	3,063	(6,937)	(226.48)
Public Affairs and Stakeholder	59,250	47,509	(11,741)	(24.71)
Standards of Proficiency (Prod, Dist)	13,200	9,200	(4,000)	(43.48)
Web Site Design	40,000	32,250	(7,750)	(24.03)
Marketing & Promotions	7,000	18,639	11,639	62.44
Conference & Exhibitions	50,000	40,586	(9,414)	(23.20)
General Events	18,400	3,168	(15,232)	(480.81)
Media Relations	25,000	22,527	(2,473)	(10.98)
Internal Communications	46,800	50,215	3,415	6.80
Student Information Packs	0	0	0	0.00
	680,150	611,908	(68,242)	(11.15)

ANNUAL BUDGET 2010/11

OVERHEAD TOTAL				
	Budget 2010/11	Reforecast 2010/11	Variance	%
	£	£	£	
Partners				
Annual Monitoring	20,860	13,960	(6,900)	(49.43)
Appitude Tests	1,264	0	(1,264)	0.00
Approvals (Previously Visits)	92,520	80,617	(11,903)	(14.76)
CPD Assessors	98,805	124,651	25,846	20.73
Grandparenting Assessors	21,600	11,856	(9,744)	(82.19)
International Assessors	178,704	201,706	23,002	11.40
Major/Minor Change	9,360	8,540	(820)	(9.60)
Panels (Allowance & Travel)	1,666,800	1,465,007	(201,793)	(13.77)
Partners Recruitment	47,225	21,912	(25,313)	(115.52)
Partners Training	224,442	222,221	(2,221)	(1.00)
Registration Appeals (Fee & Travel)	24,300	8,009	(16,291)	(203.41)
Test of Competence (All Professions)	9,480	6,765	(2,715)	(40.13)
Witness cost	111,900	100,807	(11,093)	(11.00)
	2,507,260	2,266,051	(241,209)	(10.64)
Professional fees				
External Audit	50,000	63,262	13,262	20.96
Internal Audit	31,584	25,354	(6,230)	(24.57)
Legal advice	293,096	356,833	63,737	17.86
Legal expenses	2,830,125	2,204,444	(625,681)	(28.38)
Legal -Transcript Writer	334,988	377,498	42,510	11.26
Other professional fees	83,415	50,740	(32,675)	(64.40)
Other legal costs	30,000	133,935	103,935	77.60
ISO 9001 Certification	5,240	2,116	(3,124)	(147.64)
ISO 27001 Certification	18,206	0	(18,206)	0.00
Reward Data	10,000	9,817	(183)	(1.86)
Employee Assistance programme	9,000	6,964	(2,036)	(29.24)
Pension administration	27,400	4,160	(23,240)	(558.65)
Taxation advice	8,000	13,900	5,900	42.45
	3,731,054	3,249,023	(482,031)	(14.84)
Project Costs				
Major Projects	283,375	322,178	38,803	12.04
Small Projects	102,650	146,479	43,829	29.92
	386,025	468,657	82,632	17.63
Specific departmental expenses				
Archive storage	22,000	29,625	7,625	25.74
Annual general meeting	11,750	1,195	(10,555)	(883.26)
Bank charges	78,000	79,557	1,557	1.96
Books and publications	492	99	(393)	(396.97)
Counselling	2,000	1,752	(248)	(14.16)
Disaster contingency plan	17,000	16,957	(43)	(0.25)
EMT training	7,500	13,699	6,199	45.25
Elections & Appointments	45,400	76,112	30,712	40.35
General insurance	35,000	34,274	(726)	(2.12)
Health and safety	11,520	12,220	700	5.73
Legal insurance	35,000	31,500	(3,500)	(0.16)
Organisational Training	40,000	28,201	(11,799)	(3.13)
Personal Performance Consultancy	0	0	0	0.00
Professional Liaison Groups	41,760	28,777	(12,983)	(45.12)
Subscriptions	25,000	0	(25,000)	0.00
Subscriptions to professional bodies	15,758	43,980	28,222	64.17
Training	168,818	174,425	5,607	3.21
	556,998	572,373	15,375	2.69
OVERHEAD TOTAL	16,810,963	15,116,786	(1,694,177)	(11.21)

Budget for year ending 31 March 2011**Project Expenditure**

	Opex	Capex
	£	£
Credit/debit card outsourcing	50,000	-
Education Systems review	10,800	130,000
Electronic Staff Records	12,500	45,000
Fee Rise 2011	14,500	2,000
FTP case management system	67,200	563,057
Hearing Aid Dispensers	37,500	-
Independent Safeguarding Authority Applicants	35,000	45,000
Independent Safeguarding Authority Registrants	7,000	-
NetRegulate change requests	12,500	110,000
Partner reviews	36,000	35,000
Registrant publication preferences	12,875	35,000
Total Major Projects	<u>295,875</u>	<u>965,057</u>
Small projects	90,150	199,400
Total Project Expenditure	<u>386,025</u>	<u>1,164,457</u>

Budget for year ending 31 March 2011

Capital Expenditure

	£
<u>Project Expenditure</u>	1,164,457
<u>Computer Equipment</u>	
Laptops + PCs	15,000
Server replacment	3,500
Anti virus renewal £2500, Annual general spend of £10,000. Plus new 10 starters @ £300 = £3000.	15,500
Upgrade to SQL Server 2008. Software costs (£8,000)	8,000
Implementing a virtualised infrastructure to consolidate the technical infrastructure. VMWare (CAPITAL £2500)	2,500
	<u>44,500</u>
<u>Office Equipment</u>	
Replace Park House Water tank	10,000
	<u>10,000</u>
Total Capital Expenditure	<u><u>1,218,957</u></u>

Statement of Financial Position

	31 March 2010		31 March 2011	
	£	£	£	£
<u>Non-current Assets</u>				
Property, Plant & Machinery				
Land & buildings, at cost or valuation	2,520,000		2,520,000	
Depreciation	-		(35,300)	
		2,520,000		2,484,700
Computer Equipment, at cost	595,298		736,198	
Depreciation	(499,801)		(563,098)	
		95,497		173,100
Office furniture and equipment, at cost	389,832		491,832	
Depreciation	(351,972)		(383,434)	
		37,860		108,398
Intangible assets	3,053,042		4,018,099	
Depreciation	(2,025,899)		(2,436,206)	
		1,027,143		1,581,892
<u>Total Non-current Assets</u>		<u>3,680,500</u>		<u>4,348,090</u>
<u>Current assets</u>				
Other current assets	150,000		150,000	
Financial assets	1,800,000		1,800,000	
Cash & Cash Equivalents	5,300,000		4,335,707	
	<u>7,250,000</u>		<u>6,285,707</u>	
<u>Total assets</u>		<u>10,930,500</u>		<u>10,633,798</u>
<u>Current Liabilities</u>				
Trade and other payables	(185,000)		(185,000)	
Other Liabilities	(1,300,000)		(1,300,000)	
Deferred Income	(8,519,118)		(7,901,920)	
	<u>(10,004,118)</u>		<u>(9,386,920)</u>	
<u>Total asset less liabilities</u>		<u>926,382</u>		<u>1,246,878</u>
<u>General reserve</u>				
General fund b/fwd	702,287		712,436	
(Deficit)/surplus for the year	(349,851)		320,496	
Grant income	360,000		-	
General fund c/fwd	<u>712,436</u>		<u>1,032,932</u>	
<u>Revaluation reserve</u>				
Reserve b/fwd	213,946		213,946	
Movements in the year				
Reserve c/fwd	<u>213,946</u>		<u>213,946</u>	
		<u>926,382</u>		<u>1,246,878</u>

CASHFLOW FOR YEAR TO 31 MARCH 2011

	Apr-10 Budget	May-10 Budget	Jun-10 Budget	Jul-10 Budget	Aug-10 Budget	Sep-10 Budget	Oct-10 Budget	Nov-10 Budget	Dec-10 Budget	Jan-11 Budget	Feb-11 Budget	Mar-11 Budget	TOTAL Budget
CASH INFLOWS													
Registration Income	2,155,911	399,308	783,231	1,661,538	682,081	2,380,616	1,750,645	407,494	499,451	1,435,453	633,019	3,436,334	16,225,081
Investment Income	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
TOTAL CASHFLOW FROM INCOME	2,180,911	424,308	808,231	1,686,538	707,081	2,405,616	1,775,645	432,494	524,451	1,460,453	658,019	3,461,334	16,525,081
CASH OUTFLOWS													
Operating Expenditure													
Payroll	456,251	456,251	456,251	456,251	456,251	456,251	456,251	456,251	456,251	456,251	456,251	456,251	5,475,007
Expenses	1,454,581	484,606	980,745	845,549	511,565	1,008,952	841,090	807,347	1,361,981	220,138	1,348,046	930,810	10,795,410
Total Operating Cash Outflows	1,910,831	940,856	1,436,996	1,301,800	967,815	1,465,203	1,297,340	1,263,598	1,818,231	676,389	1,804,297	1,387,061	16,270,417
Capital Expenditure													
Major Projects	107,535	51,535	69,535	69,535	46,535	37,621	107,617	183,917	139,451	81,588	48,788	21,400	965,057
Small Projects	53,200	0	37,000	50,200	24,000	35,000	0	0	0	0	0	0	199,400
Office Equipment						10,000							10,000
Computer Additions	12,950	2,450	2,450	2,450	2,450	5,950	2,450	2,450	2,450	2,450	2,450	3,550	44,500
Building Purchase													0
Total Capital Cash Outflows	173,685	53,985	108,985	122,185	72,985	88,571	110,067	186,367	141,901	84,038	51,238	24,950	1,218,957
TOTAL CASHFLOW FROM EXPENDITURE	2,084,516	994,841	1,545,981	1,423,985	1,040,800	1,553,773	1,407,407	1,449,965	1,960,132	760,427	1,855,535	1,412,011	17,489,373
NET CASH INFLOW/OUTFLOW	96,394	(570,533)	(737,749)	262,553	(333,719)	851,842	368,238	(1,017,471)	(1,435,681)	700,026	(1,197,516)	2,049,323	(964,293)
CASH BALANCE B/FWD*	5,300,000	5,396,394	4,825,861	4,088,112	4,350,665	4,016,945	4,868,788	5,237,026	4,219,555	2,783,874	3,483,900	2,286,384	
CASH BALANCE C/FWD	5,396,394	4,825,861	4,088,112	4,350,665	4,016,945	4,868,788	5,237,026	4,219,555	2,783,874	3,483,900	2,286,384	4,335,707	

ANNUAL BUDGET 2010/11**Fee Rates**

		Budget 2009-10	Budget 2010-11
		£	£
Fees	Full Year Registration (Graduates)	53	53
	Full Year Registration (Non Graduates)	53	53
	Readmission	115	115
	Renewal	76	76
	Renewal - Graduate	38	38
	International Scrutiny Fees	420	420
	Grandparenting Scrutiny Fees	420	420
Allowances (VAT Inclusive)	<u>Day Rates</u>		
	Council	310	310
	Panel Members	180	180
	Approvals (Visits)	180	180
	Legal Assessor	580	580
	CPD Assessors	140	140
	<u>Per Case</u>		
	International Assessors	72	72
	Grandparenting Assessors	72	72
	Annual Monitoring & Major / Minor Change	72	72
	CPD Assessors	20	20

COST CENTRE: Chair

	Budget	Reforecast		
	2010-11	2009-10	Variance	Variance
	£	£	£	%
Fees	37,200	37,200	0	0%
Travelling and subsistence	5,400	5,400	0	0%
Conference Expenses	3,000	3,000	0	0%
Council & Committee	45,600	45,600	0	0%
Internet/3G	735	0	(735)	100%
Computer Services	735	0	(735)	100%
Other Professional Fees	3,000	3,000	0	0%
Mobile telephone	833	833	0	0%
Specific Departmental Costs	3,833	3,833	0	0%
DEPARTMENTAL TOTAL	50,168	49,433	(735)	0%

COST CENTRE: CHIEF EXECUTIVE

	Budget	Reforecast			Note
	2010-11	2009-10	Variance	Variance	
	£	£	£	%	
Basic pay	187,034	182,132	(4,902)	(3%)	
National insurance cost	24,462	21,852	(2,609)	(12%)	
Pension cost	30,861	30,752	(109)	(0%)	
Medical insurance	1,400	1,613	213	13%	
Payroll	243,756	236,349	(7,406)	(3%)	
Fares	15,000	12,950	(2,050)	(16%)	
Subsistence	6,000	5,915	(85)	(1%)	
Entertaining	750	185	(565)	(305%)	
Conferences	2,000	1,703	(297)	(17%)	
Travel & Subsistence	23,750	20,753	(2,997)	(14%)	
Mobile telephone	360	611	251	41%	
Printing & Stationary	0	12	12	100%	
Office Services	360	623	263	42%	
Internet/3G	270	493	223	0%	
Computer Services	270	493	223	0%	
Training	5,000	219	(4,782)	(2188%)	
Legal Advice	29,250	94,868	65,618	69%	1
Other Professional fees	2,000	2,604	604	23%	
Subscriptions	1,600	1,025	(575)	(56%)	
EMT Training	7,500	13,699	6,199	45%	
Specific Departmental Costs	45,350	112,413	67,063	60%	
DEPARTMENTAL TOTAL	313,486	370,631	57,145	15%	

Notes to variances
 1 Included in the December 2009 data is an invoice for legal work which was for the whole organisation and not allocated until a future month.

COST CENTRE: COMMUNICATIONS

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£		
Basic pay	339,762	307,139	(32,623)	(10.6%)	1
Overtime	1,000	2,000	1,000	50.0%	
National insurance cost	40,142	33,237	(6,905)	(20.8%)	
Pension cost	19,556	21,122	1,566	7.4%	
Temporary Staff	0	26,611	26,611	100.0%	2
Payroll	400,460	390,108	(10,351)	(2.7%)	
Fares	26,100	29,042	2,942	10.1%	2
Subsistence	15,400	20,054	4,654	23.2%	
Travel & Subsistence	41,500	49,096	7,596	15.5%	
Printing and stationery	8,000	7,427	(573)	(7.7%)	
Mobile Phone	1,000	1,851	851	46.0%	
Couriers	23,000	18,253	(4,747)	(26.0%)	
Office Services	32,000	27,531	(4,469)	(16.2%)	3
Internet & 3G	1,000	1,632	632	38.7%	
Computer Services	1,000	1,632	632	38.7%	
Campaigns	215,000	190,898	(24,102)	(12.6%)	3
Annual Reports (Design, Distribute)	3,000	2,584	(416)	(16.1%)	
Brochures	72,500	80,243	7,743	9.6%	
Listening Events	48,000	39,981	(8,019)	(20.1%)	
Market Research	40,000	47,944	7,944	16.6%	4
Translations	10,000	3,063	(6,937)	(226.5%)	
Public Affairs and Stakeholder	59,250	47,509	(11,741)	(24.7%)	4
Web	40,000	32,250	(7,750)	(24.0%)	
Marketing & Promotions	7,000	18,639	11,639	62.4%	5
Conferences & Exhibitions	50,000	40,586	(9,414)	(23.2%)	
Media Relations	25,000	22,527	(2,473)	(11.0%)	
Internal Communications	46,800	50,215	3,415	6.8%	
Communications	616,550	576,439	(40,111)	(7.0%)	5
Legal Advice	0	3,248	3,248	100.0%	
Other Professional fees	0	374	374	100.0%	
Professional Fees	0	3,621	3,621	200.0%	
Training	5,000	15,528	10,528	67.8%	6
Subscriptions	25,000	32,096	7,096	22.1%	
Specific Departmental Costs	30,000	47,624	17,624	37.0%	
DEPARTMENTAL TOTAL	1,121,510	1,096,052	(25,458)	(2.3%)	6

Notes to variances

1 The variance on salaries is largely due to the CPD Communications Manager being on sabbatical from 1 January to 31 March and there is currently a vacancy in the department

2 The spend in this financial year is due to the employment of temps to cover an Officer role whilst recruiting and to cover the CPD Communications Manager sabbatical leave

3 The increase in the campaigns budget covers specific and additional campaign work linked to business objectives, in particular we are planning to raise awareness of the grandparenting period, the use of protected titles, practitioner psychologist titles with employers and referrers

4 The public affairs increase covers additional employer events (5 instead of 4) to ensure UK wide coverage, registration renewal activities and the Health Hotel fee which were not accounted in last year's budget

5 Extra costs in 2009/10 included new exhibition materials to accommodate the opening of the practitioner psychologist register and a restock of pens, pencils etc. Associated marketing costs (eg reproduction of banners) to accommodate hearing aid dispensers will be met from the project budget in 2010/11

6 The difference relates to moving media training costs to the media relations budget line and the reduction in the departmental awayday costs

COST CENTRE: COUNCIL AND COMMITTEES

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£	%	
Council - Fees	66,358	45,044	(21,314)	(47.3%)	1
Council - Travel and subsistence	61,539	52,622	(8,917)	(16.9%)	1
Council - Conference	10,000	10,418	418	4.0%	
Council - Training	8,600	571	(8,029)	(1407.1%)	
Council -Taxation	36,000	36,695	695	1.9%	
Other Meetings	0	10,647	10,647	100.0%	2
Council Expenses	182,497	155,997	(26,500)	(17.0%)	
Catering	5,866	6,851	985	14.4%	
Office Services	5,866	6,851	985	14.4%	2
Other Professional fees	1,200	396	(804)	0.0%	
Professional fees	1,200	396	(804)	0.0%	
Elections & Appointments	45,400	76,112	30,712	40.4%	3
Annual General Meeting	11,750	1,195	(10,555)	(883.0%)	4
Professional Liaison Group	41,760	28,777	(12,983)	(45.1%)	5
Specific Departmental Costs	98,910	106,084	7,174	6.8%	
Fees (FTP Committee)	8,370	7,046	(1,324)	(18.8%)	
Travel and subs (FTP Committee)	5,901	8,333	2,432	29.2%	
Fees (Education & Training Committee)	21,204	21,000	(204)	(1.0%)	4
Travel and subs (Education)	14,732	20,684	5,952	28.8%	
Fees (Education Panels)	3,100	-	(3,100)	0.0%	
Travel and subs (Education Panels)	2,500	-	(2,500)	0.0%	
Fees (Finance & Resources Committee)	22,320	19,735	(2,585)	(13.1%)	
Travel and subs (F&R Committee)	20,615	19,446	(1,169)	(6.0%)	
Fees (Audit Committee)	3,720	5,146	1,426	27.7%	
Travel and subs (Audit Comm)	2,253	2,546	293	11.5%	
Fees (Communications Committee)	5,022	6,200	1,178	19.0%	
Travel and subs (Communications Comm)	1,548	5,485	3,937	71.8%	
Council Meetings	111,285	115,621	4,336	3.7%	5
DEPARTMENTAL TOTAL	399,758	384,948	(14,810)	(3.8%)	

Notes to variances

Attendance is based on a 90% and includes a provision to cover fees for those members attending external meetings on behalf of HPC and training opportunities. This line now included other Council meeting costs (see 5). The budgeted amount for 2010/2011 is however less than the budgeted amount for the previous financial year.

This line has been covered in the attendance fees line for 2010/2011 (see 1).

2009/2010 saw significant expenditure on appointments as a result of appointing 20 Council members. This will be significantly reduced with the appointment/reappointment of one third of the Council each year.

This year, it is planned to refresh the Annual meeting format and so it is anticipated that a larger budget provision will be required

Provision has been made for the continuation of the Psychotherapists and Counsellors PLG together with an additional PLG (yet to be established) over the course of 2010/2011.

COST CENTRE: DEPRECIATION

	Budget 2010-11 £	Reforecast 2009-10 £	Variance £	Variance
Property Deprecation	35,300	42,627	7,327	17.2%
Property Services	35,300	42,627	7,327	17.2%
Office Equipment depreciation	31,642	20,230	(11,412)	(56.4%)
Office Services	31,642	20,230	(11,412)	(56.4%)
Computer equipment depreciation	63,297	56,560	(6,737)	(11.9%)
Computer software depreciation	410,307	247,056	(163,252)	(66.1%)
Computer Services	473,604	303,616	(169,988)	(56.0%)
DEPARTMENTAL TOTAL	540,546	366,473	(174,073)	(47.5%)

COST CENTRE: Education

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£	%	
Basic pay	402,993	364,147	(38,846)	(10.7%)	1
National insurance cost	46,844	38,593	(8,251)	(21.4%)	
Pension cost	36,920	35,025	(1,895)	(5.4%)	
Temporary staff	28,000	22,111	(5,889)	(26.6%)	
Payroll	514,757	459,876	(54,881)	(11.9%)	
Fares	19,640	18,092	(1,548)	(8.6%)	
Subsistence	18,930	11,957	(6,973)	(58.3%)	
Conferences	1,600	792	(808)	(102.0%)	
Staff Travel & Subsistence	40,170	30,842	(9,328)	(30.2%)	
Profession Specific training	5,100	0	(5,100)	0.0%	
Council & committee fees	5,100	0	(5,100)	0.0%	
Printing and stationery	19,500	17,576	(1,924)	(10.9%)	
Postage	4,960	0	(4,960)	0.0%	
Room Hire	4,000	2,872	(1,128)	(39.3%)	
Catering	2,200	810	(1,390)	(171.5%)	
Mobile telephone	1,920	1,070	(850)	(79.4%)	
Office Services	32,580	22,328	(10,252)	(45.9%)	
Internet/3G	2,449	577	(1,872)	(324.4%)	
Computer Services	2,449	577	(1,872)	(324.4%)	
Approvals (Previously Visits)	92,520	80,617	(11,903)	(14.8%)	2
Annual Monitoring	20,860	13,960	(6,900)	(49.4%)	
Major/Minor Change	9,360	8,540	(820)	(9.6%)	
Partners	122,740	103,117	(19,623)	(19.0%)	
Legal Advice	10,000	5,381	(4,619)	(85.8%)	
Professional Fees	10,000	5,381	(4,619)	(85.8%)	
Small project costs	0	18,489	18,489	100.0%	3
Project costs	0	18,489	18,489	100.0%	
Subscriptions	1,159	77	(1,082)	(1405.2%)	
Training	16,476	16,901	425	2.5%	
Specific Departmental Costs	17,635	16,978	(657)	(3.9%)	
DEPARTMENTAL TOTAL	745,431	657,589	(87,843)	(13.4%)	

Notes to variances	
1	The Department headcount remains at 13, but a series of vacancies in the last financial year led to an overall reduction in payroll. Additionally, arrangements in relation to maternity cover also have an impact in increasing the payroll figure for 2010-2011.
2	There are a number of required visits in financial year 2010-2011 arising from new professions joining the Register (predicted at 22 visits for Practitioner Psychologists and 7 visits for Hearing Aid Dispensers). Required visits to new profession programmes will increase approval workloads for 2-3 years following a new profession joining the Register.
3	This small project is a new entry into the Education Budget and costs for an external supplier to develop essential functionality in the Education Database (the current location of data in relation to approval and monitoring of approved programmes).

COST CENTRE: FACILITIES MANAGEMENT

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£		
Basic pay	150,590	148,909	(1,681)	(1.1%)	
Overtime pay	4,000	3,833	(167)	(4.3%)	
National insurance cost	16,734	15,227	(1,507)	(9.9%)	
Pension cost	24,847	22,947	(1,900)	(8.3%)	
Temporary Staff	8,000	10,000	2,000	20.0%	
Payroll	204,172	200,916	(3,255)	(1.6%)	
Fares	2,496	2,500	4	0.2%	
Car expenses and car park	1,496	1,500	4	0.3%	
Subsistence	250	56	(194)	(345.6%)	
Conferences		175	175		
Travel & Subsistence	4,242	4,232	(10)	(0.2%)	
Business rates	107,000	82,935	(24,065)	(29.0%)	1
Water	2,600	2,815	215	7.6%	
Electricity	54,000	49,439	(4,561)	(9.2%)	
Gas	12,000	1,317	(13,317)	1011.3%	2
Cleaning contractors	48,000	49,655	1,655	3.3%	
Cleaning materials	5,000	6,813	1,813	26.6%	
Waste disposal	16,000	11,561	(4,439)	(38.4%)	
Repairs & maintenance	25,000	20,302	(4,698)	(23.1%)	
Maintenance contracts	20,191	15,784	(4,407)	(27.9%)	
Security	25,000	39,129	14,129	36.1%	3
Building Refurbishment	55,450	54,154	(1,296)	(2.4%)	
Property Services	370,241	331,270	(38,971)	(11.8%)	
Mobile telephone	504	505	1	0.2%	
Printing and stationery	40,000	30,728	(9,272)	(30.2%)	
Photocopying	10,000	16,239	6,239	38.4%	
Postage	90,000	90,652	652	0.7%	
Telephone	0	38,601	38,601	100.0%	4
Couriers	100	43	(57)	(131.7%)	
Office equipment < £1000	14,794	36,072	21,278	59.0%	5
Office equipment rental	5,400	6,975	1,575	22.6%	
Catering	17,000	11,583	(5,417)	(46.8%)	
Other office services	32,800	9,427	(23,373)	(248.0%)	6
Office equipment disposals	1,000	-	(1,000)	0.0%	
Room Hire	83,991	42,135	(41,856)	(99.3%)	7
Office Services	295,589	282,959	(12,630)	(4.5%)	
Internet/3G	252	866	614	70.9%	
Computer Services	252	866	614	70.9%	
Other Professional Fees	5,000	-	(5,000)	100.0%	
Legal Advice	0	2,243	2,243	100.0%	
Professional fees	5,000	2,243	(2,758)	100.0%	
Books and publications	492	99	(393)	(397.0%)	
General insurance	0	34,274	34,274	100.0%	8
Health and safety	11,520	12,220	700	5.7%	
Training	3,000	2,750	(250)	(9.1%)	
Subscriptions	200	246	46	18.7%	
Specific Departmental Costs	15,212	49,589	34,377	69.3%	
DEPARTMENTAL TOTAL	894,708	872,075	(22,633)	(2.6%)	

Notes to variances

- 1 Due to Central Government 5 year revision of rateable values, increase of 49%.
- 2 Overpayment due to estimated billing resulting in credit back from suppliers in 2009/10.
- 3 Overspend due to 24/7 guarding following break-in during 2009/10.
- 4 Telephone costs transferred from Facilities Dept to IT.
- 5 Decrease due to purchase of furniture for Stannary street extension in 2009/10.
- 6 Increase due to work investigating Carbon Footprint and offsetting costs.
- 7 Increase due to hire of additional office space.
- 8 General Insurance transferred from Facilities Dept to Finance.

COST CENTRE: FINANCE

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£		
Basic pay	289,282	275,647	(13,635)	(4.9%)	1
Overtime pay	1,200	1,186	(14)	(1.2%)	
National insurance cost	34,525	30,478	(4,046)	(13.3%)	
Pension cost	23,534	24,640	1,106	4.5%	
Temporary staff	13,452	23,183	9,731	42.0%	
Payroll	361,993	355,134	(6,858)	(1.9%)	
Fares	1,800	1,820	20	1.1%	
Subsistence	1,020	1,379	359	26.0%	
Travel & Subsistence	2,820	3,199	379	11.8%	
Printing and stationery	5,200	5,612	412	7.3%	
Room Hire	2,500	445	(2,055)	(461.5%)	
Mobile phone	720	388	(332)	(85.3%)	
Couriers	2,500	2,607	107	4.1%	
Office Services	10,920	9,053	(1,867)	(20.6%)	
Systems support	0	14,832	14,832	100.0%	2
Internet/3G	0	449	449	100.0%	
Computer Services	0	15,281	15,281	100.0%	
Other Professional Fees	20,000	20,416	416	2.0%	
Legal Advice	1,000	1,883	883	46.9%	
Internal Audit	31,584	25,354	(6,230)	(24.6%)	
External Audit Fees	50,000	63,262	13,262	21.0%	3
Pension Administration	27,400	4,160	(23,240)	(558.6%)	4
Taxation Advice	8,000	13,900	5,900	42.4%	
Professional Fees	137,984	128,975	(9,009)	(7.0%)	
Small project costs	10,000	0	(10,000)	0.0%	
Project costs	10,000	0	(10,000)	0.0%	
Bank charges	78,000	79,557	1,557	2.0%	
Subscriptions	1,500	1,078	(422)	(39.1%)	
Training	8,500	9,046	546	6.0%	
General Insurance	35,000	0	(35,000)	0.0%	5
Specific Departmental Costs	123,000	89,681	(33,319)	(37.2%)	
DEPARTMENTAL TOTAL	646,717	601,323	(45,394)	(7.5%)	

Notes to variances	
1	Increase in payroll cost due to vacancy carried in 2009/10 not filled
2	Systems support - this has transferred to IT dept.
3	Reduction in audit fees due to only using one external auditor and 2009/10 needed additional IFRS conversion audit work
4	Pension admin costs higher as able to claim back CPSM admin cost in 2009/10. Taken from pension fund surplus.
5	General Insurance - transferred from Facilities Dept to Finance. (2009/10 cost was £34,274)

COST CENTRE: FITNESS TO PRACTISE

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£		
Basic pay	1,204,010	900,565	(303,445)	(33.7%)	1
Overtime	15,000	7,791	(7,209)	(92.5%)	
National insurance cost	137,823	94,506	(43,316)	(45.8%)	2
Pension cost	54,998	38,565	(16,433)	(42.6%)	
Temporary staff	36,000	49,160	13,160	26.8%	
Payroll	1,447,831	1,090,588	(357,243)	(32.8%)	
Fares	51,800	33,802	(17,998)	(53.2%)	
Subsistence	0	9,701	9,701	100.0%	
Conferences	0	233	233	100.0%	
Travel & Subsistence	51,800	43,735	(8,065)	(18.4%)	
Security	15,000	0	(15,000)	0.0%	3
Property Services	15,000	0	(15,000)	0.0%	
Printing and stationery	94,260	64,153	(30,107)	(46.9%)	4
Room Hire	147,800	132,075	(15,725)	(11.9%)	
Video conferencing	5,000	750	(4,250)	0.0%	4
Catering	65,200	53,365	(11,835)	(22.2%)	
Mobile Phone	4,000	1,168	(2,832)	(242.4%)	
Office Services	316,260	251,512	(64,748)	(25.7%)	
Internet/3G	2,000	1,010	(990)	(97.9%)	
Computer Services	2,000	1,010	(990)	(97.9%)	
Panels (Fee & Travel)	1,666,800	1,465,007	(201,793)	(13.8%)	5
Registration Appeals (Fee & Travel)	24,300	8,009	(16,291)	(203.4%)	
Witness	111,900	100,807	(11,093)	(11.0%)	6
Partners	1,803,000	1,573,823	(229,177)	(14.6%)	
Annual Reports (Design, Distribute)	10,000	13,058	3,058	23.4%	
Brochures (Design, Prod, Distribute)	12,000	4,293	(7,707)	(179.5%)	
Communications	22,000	17,351	(4,649)	(26.8%)	
Legal Advice	216,096	182,298	(33,798)	(18.5%)	6
Other Legal Costs	30,000	133,935	103,935	77.6%	7
Disc Trans Writer	334,988	377,498	42,510	11.3%	8
Legal Expenses	2,805,125	2,188,377	(616,748)	(28.2%)	9
Professional Fees	3,386,209	2,882,109	(504,100)	(17.5%)	
Small Project costs	10,000	32,238	22,238	69.0%	10
Project Costs	10,000	32,238	22,238	69.0%	
Counselling	2,000	1,752	(248)	(14.1%)	9
Legal insurance	35,000	31,500	(3,500)	(11.1%)	
Staff training	54,723	53,535	(1,188)	0.0%	
Subscriptions	0	12	12	0.0%	
Specific Departmental Costs	91,723	86,799	(4,924)	(25.2%)	
DEPARTMENTAL TOTAL	7,145,823	5,979,165	(1,166,658)	(19.5%)	

Notes to variances

1	The department headcount has increased from 35 in the reforecast to 42 in order for HPC to be able to manage the anticipated 25% increase in the number of cases and hearings.
2	NI has increased due to the increase in headcount as noted above
3	Although security has not been required in 2009-10, budget is allocated to this on the basis that some hearings may require extra security in 2010-11. The FTP team have clear criteria on when security should be considered
4	Bundles prepared for Investigating Committee Panels have increased in size and it is anticipated that more bundles
5	Panel costs have increased due to the increase in the number of days of hearings
6	Extra budget is accounted for here to take into account more complex legal advice relating to DPA and FOIA requests and the number of cases where we may need to apply for a review to the High Court of an interim order application
7	The number of outstanding high court appeals is lower than at the same point in 2009-10
8	Suppliers of transcription writer services were changed mid year with a rebate scheme negotiated as part of the tender
9	The hours negotiated with the legal services provided for FTP cases is based on a capped hours arrangement. The increase in hours is broadly in line with the predicted increase in the number of hearings expected to conclude in 2010-11
10	The department has budget for one small project with financial implications in 2010-11. The small project budgetted for in 2009-10 was a research project with larger costs allocated to it

COST CENTRE: HUMAN RESOURCES

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£	%	
Basic pay	148,578	127,193	(21,385)	(16.8%)	1
Overtime	501	82	(419)	(513.1%)	
National insurance cost	18,030	14,383	(3,647)	(25.4%)	2
Pension cost	7,288	4,825	(2,464)	(51.1%)	
Staff recruitment	192,000	167,994	(24,006)	(14.3%)	2
Temporary Staff	3,500	907	(2,593)	(286.0%)	
Payroll Contingency	15,000	18,000	3,000	16.7%	
Payroll	384,898	333,383	(51,515)	(15.5%)	
Fares	1,500	502	(998)	(199.0%)	
Subsistence	600	484	(116)	(23.9%)	
Travel & Subsistence	2,100	986	(1,114)	(113.0%)	
Printing and stationery	800	505	(295)	(58.5%)	
Courier charges	150	51	(99)	(194.1%)	
Room Hire	0	340	340	100.0%	
Mobile telephone	495	426	(69)	(16.2%)	
Office Services	1,445	1,322	(123)	(9.3%)	
Systems support	0	0	0	0.0%	
Internet/3G	300	395	95	24.0%	
Computer Services	300	395	95	24.0%	
Other Professional Fees	39,200	23,692	(15,508)	(65.5%)	3
Legal Advice	0	2,573	2,573	100.0%	
Legal Expenses	25,000	16,067	(8,933)	(55.6%)	
Employee Assistance Programme	9,000	6,964	(2,036)	(29.2%)	
Reward Data	10,000	9,817	(183)	(1.9%)	
Professional Fees	83,200	59,112	(24,088)	(40.7%)	
Subscriptions	2,750	1,924	(826)	(43.0%)	
Training	5,000	7,433	2,433	32.7%	
Organisational Training	40,000	28,201	(11,799)	(41.8%)	4
Specific Departmental Costs	47,750	37,557	(10,193)	(27.1%)	
DEPARTMENTAL TOTAL	519,693	432,755	(86,938)	(20.1%)	

Notes to variances	
1	Increase in payroll cost due to maternity cover.
2	Increase in recruitment expenses forecast based on 9 new posts that have been approved plus projected
3	Increase in professional fees due to consultancy costs for the review of the pay process small project
4	Staff shortages in HR during 2009/10 resulted in underspend. Budget for 2010/11 includes central training for HPC and management development.

COST CENTRE: INFORMATION TECHNOLOGY

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£	%	
Basic pay	221,742	218,816	(2,926)	(1.3%)	
Overtime pay	3,252	4,724	1,472	31.2%	
National insurance cost	27,228	24,352	(2,876)	(11.8%)	
Pension cost	20,135	20,008	(126)	(0.6%)	
Temporary Staff	49,200	47,144	(2,056)	(4.4%)	
Payroll	321,556	315,045	(6,511)	(2.1%)	
Fares	1,000	1,888	888	47.0%	
Subsistence	3,000	2,482	(518)	(20.9%)	
Travel & Subsistence	4,000	4,370	370	8.5%	
Printing & stationery	300	282	(18)	(6.2%)	
Mobile phone	2,160	1,060	(1,100)	(103.8%)	
Office Services	2,460	1,342	(1,118)	(83.3%)	
Internet/3G	2,349	3,336	987	29.6%	
Hardware < £1000	14,350	16,153	1,803	11.2%	
General Hardware support and maintenance	23,500	19,491	(4,009)	(20.6%)	
Software Purchase	0	10,043	10,043	100.0%	1
General software support and maintenance	87,300	56,384	(30,916)	(54.8%)	2
Netregulate software support and maintenance	150,000	134,346	(15,654)	(11.7%)	3
Managed Web & Internet services	295,000	243,476	(51,524)	(21.2%)	4
IT Consumerables	7,500	5,581	(1,919)	(34.4%)	
Specialist external support	12,000	14,475	2,475	17.1%	
Offsite data archive	1,520	1,760	240	13.6%	
IT Hardware Disposals	1,500	5,307	3,807	0.0%	
Telephone	50,000	-	(50,000)	0.0%	5
Computer Services	645,019	510,350	(134,669)	(26.4%)	
Legal Advice	5,000	5,217	217	4.2%	
Professional Fees	5,000	5,217	217	4.2%	
Project Costs	53,150	56,810	3,660	6.4%	
Project costs	53,150	56,810	3,660	6.4%	
Training	9,400	4,026	(5,374)	(133.5%)	
Subscriptions	600	95	(505)	(531.6%)	
Specific Departmental Costs	10,000	4,121	(5,879)	(142.7%)	
DEPARTMENTAL TOTAL	1,041,185	897,255	(143,930)	(16.0%)	

Notes to variances

- 1 Software licences are now capitalised under new financial reporting rules.
- 2 Finance system costs transferred from Finance (the transferred cost is £20,500). Also, incorporates £9,500 of costs for the new FTP system.
- 3 Incorporates additional support charges for the Online Renewals application. Increased running costs were anticipated in the Online
- 4 Incorporates additional hosting charges for the Online Renewals application. Increased running costs were anticipated in the Online Renewals project business case.
- 5 Telephone system responsibility transferred from Facilities. Additional headcount in HPC will increase phone usage. (2009/10 out-turn cost was £38,601).

COST CENTRE: OPERATIONS OFFICE

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£	%	
Basic pay	321,469	270,803	(50,665)	(18.7%)	1
National insurance cost	39,641	31,078	(8,563)	(27.6%)	
Pension cost	32,384	30,901	(1,483)	(4.8%)	
Payroll	393,493	332,782	(60,712)	(18.2%)	
Fares	5,400	7,772	2,372	30.5%	
Subsistence	3,650	5,657	2,007	35.5%	
Conferences	500	552	52	9.4%	
Travel & Subsistence	9,550	13,981	4,431	31.7%	
Printing & Stationery	500	560	60	10.7%	
Mobile phone	1,080	487	(593)	(121.6%)	
Office services	1,580	1,047	(533)	(50.9%)	
Internet & 3G	748	949	201	21.2%	
Computer Services	748	949	201	21.2%	
Legal Advice	10,000	15,794	5,794	36.7%	
ISO 9001 Certification	5,240	2,116	(3,124)	(147.6%)	
ISO 27001 Certification - Info security	18,206	0	(18,206)	100.0%	2
Professional Fees	33,446	17,910	(15,536)	(86.7%)	
Small project costs	15,000	0	(15,000)	100.0%	3
Project Costs	15,000	0	(15,000)	100.0%	
Disaster contingency plan	17,000	16,957	(43)	(0.3%)	
Archive storage	22,000	29,625	7,625	25.7%	
Subscriptions	800	179	(621)	(347.7%)	
Training	8,800	17,398	8,598	49.4%	
Specific Departmental Costs	48,600	64,158	15,558	24.2%	
DEPARTMENTAL TOTAL	502,417	430,827	(71,590)	(16.6%)	

Notes to variances

1 Due to employees leaving the post, the project manager post was not filled for 6 months of the 2009/10 financial year. This post will be filled at the end of March. Also, one individual will be on maternity leave in 2010/11 and this figure has increased due to cover for this position.

2 This is a new task to bring HPC's management of information security up to the ISO 27001 international standard.

3 This covers 3 new departmental projects; DP3 Notes development of ISO 9001 system to integrate with the intranet, DP4 Notes development of customer services tracking system, DP5 Restoration/decontamination of limited historic documentation

COST CENTRE: HR - PARTNERS

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£		
Basic pay	108,441	68,723	(39,718)	(57.8%)	1
Overtime	0	161	161	100.0%	
National insurance cost	12,267	6,808	(5,459)	(80.2%)	
Pension cost	2,420	0	(2,420)	100.0%	
Temporary Staff	3,600	3,393	(207)	(6.1%)	
Payroll	126,728	79,084	(47,643)	(60.2%)	
Fares	500	211	(289)	(137.5%)	
Subsistence	250	149	(101)	(67.8%)	
Travel & Subsistence	750	360	(390)	(108.6%)	
Printing and stationery	3,000	1,767	(1,233)	(69.8%)	
Office Services	3,000	1,767	(1,233)	(69.8%)	
Partners Recruitment & Interviews	47,225	21,912	(25,313)	(115.5%)	2
Partners Training	224,442	222,221	(2,221)	(1.0%)	
Partners	271,667	244,133	(27,534)	(11.3%)	
Legal advice	5,000	249	(4,751)	(1908.0%)	
Training	5,000	750	(4,250)	(566.7%)	
Subscriptions	0	0	0	0.0%	
Specific Departmental Costs	10,000	999	(9,001)	(901.0%)	
DEPARTMENTAL TOTAL	412,144	326,343	(85,801)	(26.3%)	

Notes to variances

1 Increase in payroll cost due to increase in headcount of the Partners team. 3 for part of year 2009/10 and 4 for all year 2010/11.

2 There is an increase in the amount budgeted for in partner recruitment due to: 80% of partner agreements expiring in 2010-2011 and it is anticipated that replacement recruitment will be required for Registration Assessor, Visitor and Panel Member across multiple professions. An increase in FTP hearings requires recruiting additional lay panel members and panel members across specific professions where there has been an increase in the number of hearings.

COST CENTRE: POLICY & STANDARDS

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£		
Basic pay	149,440	133,767	(15,673)	(11.7%)	1
Overtime	3,000	948	(2,052)	0.0%	
National insurance cost	17,925	13,807	(4,118)	(29.8%)	
Pension cost	12,012	19,451	7,439	38.2%	
Temporary staff	0	6,684	6,684	100.0%	
Payroll	182,377	174,657	(7,721)	(4.4%)	
Fares	13,000	10,295	(2,705)	(26.3%)	
Subsistence	6,000	5,077	(923)	(18.2%)	
Conferences	3,750	1,524	(2,226)	(146.0%)	
Travel & Subsistence	22,750	16,896	(5,854)	(34.6%)	
Fees	5,270	1,220	(4,050)	(332.0%)	
Travel & subsistence	3,400	2,418	(982)	(40.6%)	
Council & Committee	8,670	3,638	(5,032)	(138.3%)	
Printing & Stationary	34,750	32,303	(2,447)	(7.6%)	
Mobile phone	1,534	363	(1,171)	(322.5%)	
Room Hire	1,000	707	(293)	0.0%	
Office Services	37,284	33,373	(3,911)	(11.7%)	
Internet & 3G	0	347	347	100.0%	
Computer Services	0	347	347	100.0%	
Standards of Proficiency (Prod, Dist)	13,200	9,200	(4,000)	(43.5%)	
General Events (Internal & External)	18,400	3,168	(15,232)	(480.8%)	2
Research	10,000	5,750	(4,250)	(73.9%)	
Communications	41,600	18,118	(23,482)	(129.6%)	
Legal Advice	7,000	2,794	(4,206)	(150.6%)	
Professional Fees	7,000	2,794	(4,206)	(150.6%)	
Training	10,600	9,617	(983)	(10.2%)	
Subscriptions	2,700	2,700	0	0.0%	
Specific Departmental Costs	13,300	12,317	(983)	(8.0%)	
DEPARTMENTAL TOTAL	312,982	262,140	(50,841)	(19.4%)	

Notes to variances	
1	Increase in basic pay due to periods in which positions were vacant in 2009/10.
2	Events are planned in 2010/11 as part of work exploring alternative mechanisms for resolving complaints, the review of the threshold level of qualification for entry to the Register and continued work on the potential regulation of psychotherapists and counsellors.

COST CENTRE: REGISTRATION

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£	%	
Basic pay	889,812	758,736	(131,076)	(17.3%)	1
Overtime pay	24,000	36,353	12,353	34.0%	2
National insurance cost	97,161	84,871	(12,290)	(14.5%)	
Pension cost	54,482	48,650	(5,833)	(12.0%)	2
Temporary Staff	10,000	71,984	61,984	86.1%	3
Payroll	1,075,456	1,000,595	(74,861)	(7.5%)	
Fares	2,500	2,487	(13)	(0.5%)	3
Subsistence	2,004	3,027	1,023	33.8%	
Conferences	2,000	760	(1,240)	(163.3%)	
Staff Travel & Subsistence	6,504	6,274	(230)	(3.7%)	
Printing and stationery	187,991	370,288	182,297	49.2%	4
Mobile Phone	360	342	(18)	(5.3%)	4
Room Hire	0	0	0	0.0%	
Office Services	188,351	370,630	182,279	49.2%	
Internet/3G	750	429	(321)	(74.8%)	5
Computer Services	750	429	(321)	(74.8%)	
International Assessments	178,704	201,706	23,002	11.4%	5
Grandparenting assessments	21,600	11,856	(9,744)	(82.2%)	6
CPD Assessors	98,805	124,651	25,847	20.7%	6
Test of Competence (All Professions)	9,480	6,765	(2,715)	(40.1%)	
Appitpude Tests	1,264	0	(1,264)	0.0%	
Partners	309,853	344,979	35,126	10.2%	
Other professional fee	0	244	244	100.0%	
Legal Advice	4,000	3,972	(28)	(0.7%)	
Professional Fees	4,000	4,217	217	5.1%	
Small project costs	2,000	38,941	36,941	94.9%	7
Project Costs	2,000	38,941	36,941	94.9%	
Subscriptions	4,450	4,550	100	2.2%	
Training	24,760	30,169	5,409	17.9%	
Specific Departmental Costs	29,210	34,719	5,509	15.9%	
DEPARTMENTAL TOTAL	1,616,124	1,800,783	184,659	10.3%	

Notes to variances	
1	Increase in payroll cost due to vacancies carried in 2009/10 not filled and pay equalisation adjustment.
2	Reduction in need for overtime as less professions renewing registration in 2010-2011 compared to 2009-2010
3	Reduction in need for temporary staff as less professions renewing registration 2010-2011 compared to 2009-2010
4	Reduction in printing and stationery costs as less professions renewing registration 2010-2011 compared to 2009-2010
5	Reduction in assessors fees costs as a direct result of the reduction in forecasted applications from International applicants
6	Reduction in the CPD assessment costs as a direct result of the reduced number of CPD profiles that will require assessment
7	Reduction in operational expenditure required to implement small projects with all capital expenditure detailed in the project management budget

COST CENTRE: SECRETARIAT

	Budget 2010-11	Reforecast 2009-10	Variance	Variance	Note
	£	£	£	%	
Basic pay	146,435	144,271	(2,164)	(1.5%)	
National insurance cost	17,510	15,649	(1,861)	(11.9%)	
Pension cost	12,338	11,093	(1,245)	(11.2%)	
Temporary Staff	0	1,000	1,000	0.0%	
Payroll	176,283	172,013	(4,270)	(2.5%)	
Fares	2,800	2,685	(115)	(4.3%)	
Subsistence	3,200	1,525	(1,675)	(109.8%)	
Conferences	2,000	2,177	177	8.1%	
Staff Travel & Subsistence	8,000	6,387	(1,613)	(25.2%)	
Printing and stationery	30,650	44,894	14,244	31.7%	1
Room Hire	4,600	0	(4,600)	0.0%	2
Mobile telephone	350	138	(212)	(153.8%)	
Office Services	35,600	45,032	9,432	20.9%	
Other professional fees	15	15	0	0.0%	
Legal advice	20,000	36,316	16,316	44.9%	3
Professional Fees	20,015	36,331	16,316	44.9%	
Small Project costs	0	0	0	0.0%	
Project costs	0	0	0	0.0%	
Training	12,500	7,056	(5,444)	(77.2%)	
Specific Departmental Costs	12,500	7,056	(5,444)	(77.2%)	
DEPARTMENTAL TOTAL	252,398	266,818	14,420	5.4%	

Notes to variances

- 1 As a result of the introduction of the laptop allowance, a significant decrease in the cost of printing is anticipated.
- 2 Provision has been made in the budget for room hire to cover costs of rooms required for meetings of the PLG.
- 3 During the course of 2009/2010, a significant amount of legal advice was required as a result of the Section 60 which introduced the restructured Council. The budget for 2010/2011 has been decreased to reflect the anticipated spend on legal advice in the forthcoming year.