

Council Meeting – 31 March 2011

Budget for year to 31 March 2012 – Numerical Data

Executive summary and recommendations

Introduction

A copy of the numerical data for HPC's annual budget for the year ending 31 March 2012 is attached.

The budget was reviewed by the Finance and Resources Committee on 17 March 2011 and any changes are reflected in this edition.

Decision

The Council is asked to discuss and approve the Annual budget for 2011-2012.

Background information

The budget for the year ending 31 March 2012 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 2012

Appendices

Appendix One – Numerical data for budget for the financial year ending 31 March 2012

Date of paper

21 March 2011

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-10-13	a	Council	PPR	2011-2012 Budget Numerical Data	Draft DD: None	Public RD: None

APPENDIX ONE

HEALTH PROFESSIONS COUNCIL

Budget

For the year ended 31 March 2012

Version 5

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HEALTH PROFESSIONS COUNCIL

BUDGET FOR YEAR TO 31 MARCH 2012

Key Assumptions & Notes

1. HPC will undertake in 9 major projects including the purchase of a new building and the on-boarding of social workers.
3. 9 professions will commence a new 2 year cycle
4. There will be 68 approval visit and 5 annual monitoring assessment days
5. The total number of FTP cases we will instruct will be on approximately 791 cases in 2011/12, including 276 cases for 10/11. There will be approx 899 days of hearings (including reviews, appeals and ICP'S)
6. The number of employees will increase to 151 as at 31.03.12, an increase of 7 from 01.04.11
7. The average annual salary increase is 1.9% (to be agreed by the Remuneration Committee)
8. Current registrants are not budgeted to fund the preparation work for onboarding social workers. This will be funded through DoH grant and is cost neutral for HPC.

INCOME AND EXPENDITURE	Budget 2011/12 £	9 mth Reforecast £	Variance £	Variance %
INCOME				
Arts Therapists	(219,683)	(211,016)	8,666	4.11
Biomedical Scientists	(1,799,621)	(1,784,085)	15,536	0.87
Chiropodists/ Podiatrists	(992,103)	(970,524)	21,578	2.22
Clinical Scientists	(353,652)	(353,621)	31	0.01
Dietitians	(586,260)	(560,681)	25,579	4.56
Hearing Aid Dispensers	(133,144)	(84,327)	48,818	57.89
Occupational Therapists	(2,552,587)	(2,484,983)	67,604	2.72
Operating Department Practitioners	(820,832)	(761,344)	59,488	7.81
Orthoptists	(101,424)	(99,223)	2,201	2.22
Paramedics	(1,281,653)	(1,193,533)	88,120	7.38
Physiotherapists	(3,570,082)	(3,553,166)	16,917	0.48
Practitioner Psychologists	(1,470,973)	(1,494,784)	(23,811)	(1.59)
Prosthetists & Orthotists	(70,025)	(68,412)	1,613	2.36
Radiographers	(2,214,154)	(2,167,874)	46,280	2.13
Speech & Language Therapists	(1,042,803)	(1,012,616)	30,187	2.98
Registration Income	(17,208,994)	(16,800,187)	408,807	2.43
			-	
Cheque/credit card write offs	(3,000)	(2,532)	468	18.48
			-	
			-	
TOTAL INCOME	(17,211,994)	(16,802,719)	409,275	2.44
EXPENDITURE				
Departments				
Chair	70,867	60,523	(10,344)	(17.09)
Chief Executive	312,584	430,841	118,257	27.45
Council, Committees & PLG	339,112	306,681	(32,431)	(10.57)
Communications	1,095,746	1,051,631	(44,115)	(4.19)
Education	784,912	752,923	(31,989)	(4.25)
Facilities Management	840,289	862,618	22,329	2.59
Finance	653,982	634,539	(19,443)	(3.06)
Fitness to Practise	7,539,042	7,279,582	(259,460)	(3.56)
Human Resources	446,570	369,960	(76,610)	(20.71)
Human Resources Partners	404,804	359,778	(45,026)	(12.51)
IT Department	1,152,144	961,052	(191,092)	(19.88)
Operations Office	445,050	505,716	60,666	12.00
Policy & Standards	285,604	242,562	(43,042)	(17.74)
Major projects	116,777	216,326	99,549	46.02
Registration	1,907,903	1,674,250	(233,653)	(13.96)
Secretariat	245,044	239,314	(5,730)	(2.39)
Operating Expenses	16,640,430	15,948,296	(692,134)	(4.34)
(SURPLUS) / DEFICIT	(571,564)	(854,423)	(282,859)	
Depreciation	659,752	525,770		
(SURPLUS) / DEFICIT - After Depreciation	88,188	(328,653)		

PROFESSION SUMMARY

	2011-12 Budget £	9 mth Reforecast £	Variance £	Variance %
Income by Profession				
Graduate Registration fee	(631,419)	(843,215)	(211,796)	(25.12)
Readmission fees	(606,165)	(183,132)	423,033	231.00
Renewal fees	(14,966,514)	(14,309,897)	656,617	4.59
International scrutiny fees	(388,584)	(836,687)	(448,103)	(53.56)
Grandparenting fees	(141,540)	(64,470)	77,070	119.54
UK scrutiny fees	(474,772)	(562,786)	(88,014)	(15.64)
	<u>(17,208,994)</u>	<u>(16,800,187)</u>	408,807	2.43

**ANNUAL BUDGET 2011/12
OVERHEADS**

	Budget 2011/12 £	9mth Reforecast £	Variance £	Variance %
Payroll				
Basic pay	4,778,802	4,369,777	(409,025)	(9.36)
Overtime	52,081	33,253	(18,828)	(56.62)
National Insurance cost	517,142	464,927	(52,215)	(11.23)
Pension cost	295,704	334,264	38,560	11.54
Medical insurance	1,400	350	(1,050)	(300.00)
Staff recruitment	94,000	90,425	(3,575)	(3.95)
Temporary staff	96,608	149,388	52,780	35.33
Other Payroll Costs	15,000	3,750	(11,250)	(300.00)
	5,850,737	5,446,134	(404,603)	(7.43)
Staff travelling and subsistence				
Fares	143,733	145,072	1,339	0.92
Car expenses and car park	1,500	1,076	(424)	(39.41)
Subsistence	61,343	56,592	(4,751)	(8.40)
Entertaining	750	741	(9)	(1.21)
Conferences	12,300	11,602	(698)	(6.02)
	219,626	215,083	(4,543)	(2.11)
Council and committee expenses				
Fees	181,492	174,656	(6,836)	(3.91)
Travelling and subsistence	106,150	96,246	(9,904)	(10.29)
Tax Cost (NI ER and PAYE)	36,000	22,070	(13,930)	(63.12)
Conference expenses	9,000	3,805	(5,195)	(136.51)
Training	19,800	6,883	(12,917)	(187.66)
	352,442	303,661	(48,781)	(16.06)
Property services				
Building Refurbishment	44,501	52,235	7,734	14.81
Business rates	143,750	98,122	(45,628)	(46.50)
Cleaning contractors	56,000	65,150	9,150	14.04
Cleaning materials	7,500	9,777	2,277	23.29
Electricity	55,500	40,451	(15,049)	(37.20)
Gas	10,600	5,767	(4,833)	(83.82)
Maintenance contracts	21,210	25,619	4,409	17.21
Property depreciation	32,300	33,211	911	2.74
Repairs and maintenance	36,000	21,851	(14,149)	(64.75)
Security	36,000	24,319	(11,681)	(48.03)
Waste disposal	21,000	16,638	(4,362)	(26.22)
Water	3,500	2,036	(1,464)	(71.94)
	467,861	395,176	(72,686)	(18.39)

ANNUAL BUDGET 2011/12 OVERHEADS	Budget 2011/12 £	9mth Reforecast £	Variance £	Variance %
Office services				
Catering	62,711	54,129	(8,582)	(15.85)
Couriers	25,050	20,149	(4,901)	(24.32)
Mobile telephone	13,716	14,521	805	5.54
Office equipment < £1000	28,258	19,174	(9,084)	(47.38)
Office equipment depreciation	19,621	33,772	14,151	41.90
Office equipment disposals	500	250	(250)	(100.00)
Office equipment rental	5,850	4,519	(1,331)	(29.46)
Other office services	19,200	20,245	1,045	5.16
Photocopying	10,000	6,303	(3,697)	(58.66)
Postage	96,120	103,811	7,691	7.41
Printing and stationery	598,420	419,987	(178,432)	(42.49)
Room Hire	252,398	230,757	(21,641)	(9.38)
Telephone	50,000	40,909	(9,091)	(22.22)
	1,181,843	968,526	(213,317)	(22.02)
Computer services				
Computer equipment depreciation	119,704	81,172	(38,532)	(47.47)
Computer software depreciation	488,127	377,615	(110,512)	(29.27)
Hardware < £1000	13,532	14,208	676	4.76
General Hardware support and Miantena	34,372	35,224	852	2.42
Internet/3G	8,148	6,106	(2,042)	(33.44)
IT Consummerables	5,000	3,473	(1,527)	(43.96)
IT Hardware disposals	500	648	148	22.83
Managed Web/Internet services	346,298	239,654	(106,644)	(44.50)
NetRegulate software support and mainte	176,976	168,144	(8,832)	(5.25)
Offsite tape data archive	919	720	(199)	(27.66)
Software support and maintenance	146,208	77,624	(68,584)	(88.35)
Specialist external support	12,255	9,840	(2,415)	(24.55)
	1,352,039	1,014,428	(337,611)	(33.28)
Communications				
Annual Reports (Design, Distribute)	12,500	12,260	(240)	(1.96)
Brochures	70,000	63,632	(6,368)	(10.01)
Campaigns	135,000	219,374	84,374	38.46
Conference & Exhibitions	50,000	58,289	8,289	14.22
General Events	6,800	7,249	449	6.20
Internal Communications	45,100	51,697	6,597	12.76
Listening Events	48,000	34,175	(13,825)	(40.45)
Market Research	65,000	146,703	81,703	55.69
Marketing & Promotions	7,000	5,572	(1,428)	(25.64)
Media Relations	25,000	12,500	(12,500)	(100.00)
Public Affairs and Stakeholder	61,050	56,230	(4,821)	(8.57)
Standards of Proficiency (Prod, Dist)	6,600	3,300	(3,300)	(100.00)
Translations	10,000	11,109	1,109	9.98
Web Site Design	66,500	43,961	(22,539)	(51.27)
	608,550	726,050	117,500	16.18

ANNUAL BUDGET 2011/12 OVERHEADS	Budget 2011/12 £	9mth Reforecast £	Variance £	Variance %
Partners				
Annual Monitoring	18,592	25,608	7,016	27.40
Appitude Tests	1,264	0	(1,264)	0.00
Approvals (Previously Visits)	129,695	98,100	(31,595)	(32.21)
CPD Assessors	133,200	285,438	152,238	53.33
Grandparenting Assessors	166,840	79,283	(87,557)	(110.44)
International Assessors	48,528	14,112	(34,416)	(243.88)
Major/Minor Change	9,504	9,360	(144)	(1.54)
Panels (Allowance & Travel)	1,701,948	1,712,735	10,786	0.63
Partners Recruitment	43,970	40,839	(3,131)	(7.67)
Partners Training	206,490	182,211	(24,279)	(13.32)
Registration Appeals (Fee & Travel)	29,052	14,548	(14,503)	(99.69)
Test of Competence (All Professions)	12,640	7,940	(4,700)	(59.20)
Witness cost	179,990	129,088	(50,902)	(39.43)
	2,681,713	2,599,261	(82,452)	(3.17)
Professional fees				
Employee Assistance programme	10,000	5,141	(4,859)	(94.53)
External Audit	36,000	36,000	(0)	(0.00)
Internal Audit	25,000	34,710	9,710	27.98
ISO 27001 Certification	10,000	4,552	(5,449)	(119.71)
ISO 9001 Certification	5,240	3,538	(1,702)	(48.13)
Legal advice	382,923	623,909	240,986	38.63
Legal expenses	2,940,400	2,796,209	(144,191)	(5.16)
Legal -Transcript Writer	373,163	479,388	106,225	22.16
Other legal costs	30,000	70,306	40,306	57.33
Other professional fees	40,915	47,032	6,117	13.01
Pension administration	81,350	34,057	(47,293)	(138.86)
Reward Data	11,000	9,350	(1,650)	(17.65)
Taxation advice	8,000	8,463	463	5.47
	3,953,991	4,152,654	198,663	4.78
Project Costs				
Major Projects	38,044	53,464	15,420	28.84
Small Projects	79,218	79,331	113	0.14
	117,262	132,795	15,533	11.70
Specific departmental expenses				
Annual general meeting	4,000	3,420	(580)	(16.94)
Appointments	25,400	43,168	17,768	41.16
Archive storage	14,400	22,104	7,704	34.85
Bank charges	39,000	101,423	62,423	61.55
Books and publications	229	123	(106)	(86.31)
Counselling	2,000	0	(2,000)	0.00
Disaster contingency plan	17,000	17,079	79	0.46
EMT training	7,500	7,617	117	1.54
General insurance	54,375	49,653	(4,722)	(9.51)
Health and safety	12,742	4,441	(8,301)	(186.93)
Legal insurance	25,000	26,511	1,511	5.70
Organisational Training	60,000	40,863	(19,137)	(46.83)
Professional Liaison Groups	24,840	16,649	(8,191)	(49.20)
Subscriptions	48,459	37,007	(11,452)	(30.95)
Training	179,174	150,239	(28,935)	(19.26)
	514,119	520,299	6,180	1.19
OVERHEAD TOTAL	17,300,182	16,474,066	(826,116)	(5.01)

Health Professions Council
Budget for year ending 31 March 2012
Project Expenditure

	Opex	Capex
	£	£
Vetting and Barrings	-	30,000
Building Refurbishment	78,735	1,610,000
FTP case management system	14,203	175,800
Sage 200 and PRS upgrade	-	26,400
Education Systems review	11,340	136,500
Partners systems review	-	60,000
Information Security	12,500	-
NetRegulate System Improvements		152,280
Total major projects	<u>116,777</u>	<u>2,190,980</u>
Small projects	79,218	5,000
Total project expenditure	<u>195,995</u>	<u>2,195,980</u>
Total less building work	117,262	

Health Professions Council
Budget for year ending 31 March 2012
Capital Expenditure

	£
<u>Project expenditure</u>	2,195,980
<u>Computer Equipment</u>	
Laptops + PCs	10,000
Server replacment	6,000
Software	10,000
Windows server 2003 upgrade	2,420
Synchronisation software for file server to DR	2,000
	<u>30,420</u>
<u>Office equipment</u>	
Replacement of windows	50,000
	<u>50,000</u>
Total Capital expenditure	<u>2,276,400</u>

HEALTH PROFESSIONS COUNCIL
CASHFLOW FOR YEAR TO 31 MARCH 2012

	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	TOTAL
	Forecast												
CASH INFLOWS													
Registration Income - Renew al Fees	1,881,690	443,422	459,727	1,502,710	897,476	2,807,767	1,998,035	375,592	459,727	1,731,717	919,247	3,546,920	17,024,030
Registration Income - All other fees	116,200	107,917	127,540	189,309	176,004	161,904	170,546	117,114	103,457	135,831	125,881	132,509	1,664,214
TOTAL CASHFLOW FROM INCOME	1,997,890	551,339	587,267	1,692,019	1,073,481	2,969,671	2,168,581	492,706	563,184	1,867,548	1,045,128	3,679,429	18,688,244
CASH OUTFLOWS													
Operating Expenditure													
Payroll	464,811	464,811	464,811	469,118	469,118	469,118	469,118	469,118	469,118	462,321	462,321	462,321	5,596,104
Expenses	1,513,105	810,792	1,008,307	889,212	577,817	1,048,985	809,736	832,662	950,781	841,016	945,170	764,857	10,992,440
Total Operating Cash Outflows	1,977,916	1,275,603	1,473,118	1,358,330	1,046,935	1,518,103	1,278,854	1,301,780	1,419,899	1,303,337	1,407,491	1,227,178	16,588,544
Capital Expenditure													
Major Projects	0	101,400	15,000	15,166	87,766	28,366	25,166	116,078	25,166	25,166	101,306	40,400	580,980
Small Projects								5,000					5,000
Office Equipment						50,000							50,000
Computer Additions	0	0	5,000	2,000	6,000	5,000	2,420	0	5,000	0	0	5,000	30,420
Building Purchase	254,167	4,167	4,166	4,167	4,167	4,166	4,167	4,167	4,166	1,314,167	4,167	4,166	1,610,000
Total Capital Cash Outflows	254,167	105,567	24,166	21,333	97,933	87,532	31,753	125,245	34,332	1,339,333	105,473	49,566	2,276,400
TOTAL CASHFLOW FROM EXPENDITURE	2,232,083	1,381,170	1,497,284	1,379,663	1,144,868	1,605,635	1,310,607	1,427,025	1,454,231	2,642,670	1,512,964	1,276,744	18,864,944
NET CASH INFLOW/OUTFLOW	(234,193)	(829,831)	(910,017)	312,356	(71,387)	1,364,036	857,974	(934,319)	(891,047)	(775,122)	(467,836)	2,402,685	(176,700)
CASH BALANCE B/FWD*	5,686,965	5,452,772	4,622,941	3,712,924	4,025,281	3,953,893	5,317,930	6,175,904	5,241,585	4,350,538	3,575,416	3,107,580	
CASH BALANCE C/FWD	5,452,772	4,622,941	3,712,924	4,025,281	3,953,893	5,317,930	6,175,904	5,241,585	4,350,538	3,575,416	3,107,580	5,510,265	

HEALTH PROFESSIONS COUNCIL**ANNUAL BUDGET 2011/12****Fee Rates**

2010-11	Budget 2011-12
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		£	£
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 Memebers	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 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Fees	46,500	45,260	(1,240)	(3%)
Travelling and subsistence	16,800	12,068	(4,732)	(39%)
Conference Expenses	3,000	1,329	(1,671)	(126%)
Council & Committee	66,300	58,657	(7,643)	(13%)
Internet/3G	735	527	(208)	(39%)
Computer Services	735	527	(208)	(39%)
Other Professional Fees	3,000	750	(2,250)	(300%)
Mobile telephone	832	589	(243)	(41%)
Specific Departmental Costs	3,832	1,339	(2,493)	(186%)
DEPARTMENTAL TOTAL	70,867	60,523	(10,344)	(17%)

COST CENTRE: CHIEF EXECUTIVE

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	187,032	186,724	(308)	(0%)
National insurance cost	22,808	22,476	(332)	(1%)
Pension cost	30,864	39,165	8,301	21%
Medical insurance	1,400	350	(1,050)	(300%)
Payroll	242,104	248,715	6,611	3%
Fares	15,000	14,810	(190)	(1%)
Subsistence	6,000	7,980	1,980	25%
Entertaining	750	741	(9)	(1%)
Conferences	2,000	1,318	(682)	(52%)
Travel & Subsistence	23,750	24,849	1,099	4%
Mobile telephone	360	932	572	61%
Printing and Stationery	0	538	538	100%
Office Services	360	1,470	1,110	76%
Internet/3G	270	848	578	68%
Computer Services	270	848	578	68%
Training	5,000	1,293	(3,707)	(287%)
Legal Advice	30,000	142,743	112,743	79%
Other Professional fees	2,000	550	(1,450)	(264%)
Subscriptions	1,600	2,756	1,156	42%
EMT Training	7,500	7,617	117	2%
Specific Departmental Costs	46,100	154,959	108,859	70%
DEPARTMENTAL TOTAL	312,584	430,841	118,257	27%

COST CENTRE: COUNCIL AND COMMITTEES

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Council - Fees	131,272	126,394	(4,878)	(4%)
Council - Travel and subsistence	86,950	82,407	(4,543)	(6%)
Council - Conference	6,000	2,476	(3,524)	(142%)
Council - Training	19,800	6,883	(12,917)	(188%)
Council -Taxation	36,000	22,070	(13,930)	(63%)
	<u>280,022</u>	<u>240,230</u>	<u>(39,792)</u>	<u>(17%)</u>
Catering	3,650	3,213	(437)	(14%)
Office Services	<u>3,650</u>	<u>3,213</u>	<u>(437)</u>	<u>(14%)</u>
Other Professional fees	1,200	-	(1,200)	0%
Professional fees	<u>1,200</u>	<u>-</u>	<u>(1,200)</u>	<u>0%</u>
Appointments	25,400	43,169	17,769	41%
Annual General Meeting	4,000	3,420	(580)	(17%)
Professional Liaison Group	24,840	16,649	(8,191)	(49%)
Specific Departmental Costs	<u>54,240</u>	<u>63,238</u>	<u>8,998</u>	<u>14%</u>
DEPARTMENTAL TOTAL	<u>339,112</u>	<u>306,681</u>	<u>(32,431)</u>	<u>(11%)</u>

COST CENTRE: COMMUNICATIONS

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	363,552	341,688	(21,864)	(6%)
Overtime	1,000	1,045	45	4%
National insurance cost	40,416	37,049	(3,367)	(9%)
Pension cost	22,128	26,772	4,644	17%
Temporary Staff	0	12,123	12,123	100%
Payroll	427,096	418,677	(8,419)	(2%)
Fares	26,100	20,889	(5,211)	(25%)
Subsistence	15,400	16,870	1,470	9%
Travel & Subsistence	41,500	37,759	(3,741)	(10%)
Printing and stationery	3,000	1,261	(1,739)	(138%)
Mobile Phone	1,000	2,672	1,672	63%
Couriers	23,000	18,468	(4,532)	(25%)
Office Services	27,000	22,401	(4,599)	(21%)
Internet & 3G	1,000	697	(303)	(43%)
Computer Services	1,000	697	(303)	(43%)
Campaigns	135,000	219,374	84,374	38%
Annual Reports (Design, Distribute)	2,500	2,325	(175)	(8%)
Brochures	65,000	50,748	(14,252)	(28%)
Meet the HPC events	48,000	34,175	(13,825)	(40%)
Market Research	40,000	0	(40,000)	0%
Translations	10,000	11,109	1,109	10%
Public Affairs and Stakeholder	61,050	56,230	(4,820)	(9%)
Web	66,500	43,961	(22,539)	(51%)
Marketing & Promotions	7,000	5,572	(1,428)	(26%)
Conferences & Exhibitions	50,000	58,289	8,289	14%
Media Relations	25,000	12,500	(12,500)	(100%)
Internal Communications	45,100	51,697	6,597	13%
Communications	555,150	545,980	(9,170)	(2%)
Training	8,000	6,846	(1,154)	(17%)
Subscriptions	36,000	19,274	(16,726)	(87%)
Specific Departmental Costs	44,000	26,120	(17,880)	(68%)
DEPARTMENTAL TOTAL	1,095,746	1,051,634	(44,112)	(4%)

COST CENTRE: EDUCATION

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	428,448	408,278	(20,170)	(5%)
National insurance cost	46,440	42,996	(3,444)	(8%)
Pension cost	36,576	38,656	2,080	5%
Temporary staff	12,000	23,000	11,000	48%
Payroll	523,464	512,930	(10,534)	(2%)
Fares	19,170	16,440	(2,730)	(17%)
Subsistence	20,970	16,230	(4,740)	(29%)
Conferences	1,800	1,600	(200)	(13%)
Staff Travel & Subsistence	41,940	34,270	(7,670)	(22%)
Profession Specific training	1,530	0	(1,530)	0%
Council & committee fees	1,530	0	(1,530)	0%
Printing and stationery	13,600	19,601	6,001	31%
Postage	6,120	4,960	(1,160)	(23%)
Room Hire	5,500	4,000	(1,500)	(38%)
Catering	1,936	2,312	376	16%
Mobile telephone	2,352	1,920	(432)	(23%)
Office Services	29,508	32,793	3,285	10%
Internet/3G	1,440	652	(788)	(121%)
	1,440	652	(788)	(121%)
Projects	0	12,426	12,426	0%
	0	12,426	12,426	0%
Approvals (Previously Visits)	129,695	98,100	(31,595)	(32%)
Annual Monitoring	18,592	25,608	7,016	27%
Major/Minor Change	9,504	9,360	(144)	(2%)
Partners	157,791	133,068	(24,723)	(19%)
Legal Advice	10,000	10,000	0	0%
Professional Fees	10,000	10,000	0	0%
Subscriptions	309	309	0	0%
Training	18,930	16,476	(2,454)	(15%)
Specific Departmental Costs	19,239	16,785	(2,454)	(15%)
DEPARTMENTAL TOTAL	784,912	752,924	(31,988)	(4%)

COST CENTRE: FACILITIES MANAGEMENT

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	152,196	149,290	(2,906)	(2%)
Overtime pay	6,000	5,079	(921)	(18%)
National insurance cost	15,144	15,518	374	2%
Pension cost	21,168	22,376	1,208	5%
Temporary Staff	8,000	12,699	4,699	37%
Payroll	202,508	204,962	2,454	1%
Fares	2,500	2,225	(275)	(12%)
Car expenses and car park	1,500	1,076	(424)	(39%)
Subsistence	250	-	(250)	0%
Travel & Subsistence	4,250	3,301	(949)	(29%)
Business rates	115,000	98,122	(16,878)	(17%)
Water	3,000	2,036	(964)	(47%)
Electricity	52,000	40,451	(11,549)	(29%)
Gas	9,100	5,767	(3,333)	(58%)
Cleaning contractors	52,000	65,150	13,150	20%
Cleaning materials	7,500	9,777	2,277	23%
Waste disposal	21,000	16,638	(4,362)	(26%)
Repairs & maintenance	32,000	21,851	(10,149)	(46%)
Maintenance contracts	20,510	25,619	5,109	20%
Security	21,000	23,268	2,268	10%
Building Refurbishment	32,000	52,235	20,235	39%
Property Services	365,110	360,914	(4,196)	(1%)
Mobile telephone	400	182	(218)	(120%)
Printing and stationery	42,000	34,502	(7,498)	(22%)
Photocopying	10,000	6,303	(3,697)	(59%)
Postage	90,000	98,851	8,851	9%
Couriers	100	25	(75)	(300%)
Office equipment < £1000	10,000	19,174	9,174	48%
Office equipment rental	5,400	4,519	(881)	(19%)
Catering	20,000	15,286	(4,714)	(31%)
Other office services	19,200	20,245	1,045	5%
Office equipment disposals	500	250	(250)	(100%)
Room Hire	48,598	85,535	36,937	43%
Office Services	246,198	284,872	38,674	14%
Internet/3G	252	126	(126)	(100%)
Computer Services	252	126	(126)	(100%)
Other Professional Fees	5,500	2,760	(2,740)	(99%)
Legal Advice	2,750	-	(2,750)	(100%)
Professional fees	8,250	2,760	(5,490)	(199%)
Books and publications	229	123	(106)	(86%)
Health and safety	10,542	4,441	(6,101)	(137%)
Training	2,750	920	(1,830)	(199%)
Subscriptions	200	200	0	0%
Specific Departmental Costs	13,721	5,684	(8,037)	(141%)
DEPARTMENTAL TOTAL	840,289	862,619	22,330	3%

COST CENTRE: FINANCE

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	291,876	268,028	(23,848)	(9%)
Overtime pay	1,200	856	(344)	(40%)
National insurance cost	32,472	29,318	(3,154)	(11%)
Pension cost	24,936	26,092	1,156	4%
Temporary staff	18,108	3,000	(15,108)	(504%)
Payroll	368,592	327,294	(41,298)	(13%)
Fares	1,800	891	(909)	(102%)
Subsistence	1,020	380	(640)	(168%)
Travel & Subsistence	2,820	1,271	(1,549)	(122%)
Printing and stationery	5,200	4,812	(388)	(8%)
Room Hire	2,500	1,979	(521)	(26%)
Mobile phone	720	657	(63)	(10%)
Couriers	1,800	1,619	(181)	(11%)
Office Services	10,220	9,067	(1,153)	(13%)
Other Professional Fees	15,000	13,198	(1,802)	(14%)
Legal Advice	1,000	250	(750)	(300%)
Internal Audit	25,000	34,710	9,710	28%
External Audit Fees	36,000	36,000	0	0%
Pension Administration	81,350	34,057	(47,293)	(139%)
Taxation Advice	8,000	8,463	463	5%
Professional Fees	166,350	126,678	(39,672)	(31%)
Small project costs	5,000	12,021	7,021	58%
Project costs	5,000	12,021	7,021	58%
Bank charges	39,000	101,423	62,423	62%
Subscriptions	1,500	1,285	(215)	(17%)
Training	8,500	5,848	(2,652)	(45%)
General Insurance	52,000	49,653	(2,347)	(5%)
Specific Departmental Costs	101,000	158,209	57,209	36%
DEPARTMENTAL TOTAL	653,982	634,540	(19,442)	(3%)

COST CENTRE: FITNESS TO PRACTISE

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	1,307,400	1,119,018	(188,382)	(17%)
Overtime	15,000	651	(14,349)	(2204%)
National insurance cost	139,134	116,235	(22,899)	(20%)
Pension cost	41,328	43,230	1,902	4%
Temporary staff	34,400	40,993	6,593	16%
Payroll	1,537,262	1,320,127	(217,135)	(16%)
Fares	53,813	70,824	17,011	24%
Travel & Subsistence	53,813	70,824	17,011	24%
Security	15,000	1,051	(13,949)	(1327%)
Property Services	15,000	1,051	(13,949)	(1327%)
Printing and stationery	98,018	87,978	(10,040)	(11%)
Room Hire	190,000	132,728	(57,272)	(43%)
Catering	37,125	33,318	(3,807)	(11%)
Mobile Phone	2,400	1,941	(459)	(24%)
Office Services	327,543	255,965	(71,578)	(28%)
Internet/3G	1,500	678	(822)	(121%)
Computer Services	1,500	678	(822)	(121%)
Panels (Fee & Travel)	1,701,948	1,712,735	10,787	1%
Registration Appeals (Fee & Travel)	29,052	14,548	(14,504)	(100%)
Witness	179,990	129,088	(50,902)	(39%)
Partners	1,910,990	1,856,371	(54,619)	(3%)
Annual Reports	10,000	9,935	(65)	(1%)
Brochures	5,000	12,884	7,884	61%
Communications	15,000	22,819	7,819	34%
Legal Advice	255,048	342,541	87,493	26%
Other Legal Costs	30,000	70,306	40,306	57%
Disc Trans Writer	373,163	479,388	106,225	22%
Legal Expenses	2,912,400	2,782,250	(130,150)	(5%)
Professional Fees	3,570,611	3,674,485	103,874	3%
Small Project costs	32,000	13,112	(18,888)	(144%)
Project Costs	32,000	13,112	(18,888)	(144%)
Counselling	2,000	0	(2,000)	0%
Legal insurance	25,000	26,511	1,511	6%
Staff training	48,324	37,638	(10,686)	(28%)
Specific Departmental Costs	75,324	64,149	(11,175)	(17%)
DEPARTMENTAL TOTAL	7,539,043	7,279,581	(259,462)	(4%)

COST CENTRE: HUMAN RESOURCES

	Budget 2011-12	Reforecast 2010-11	Variance	Variance
	£	£	£	%
Basic pay	174,468	149,544	(24,924)	(17%)
Overtime	501	184	(317)	(172%)
National insurance cost	20,172	16,611	(3,561)	(21%)
Pension cost	6,384	6,574	190	3%
Staff recruitment	94,000	90,425	(3,575)	(4%)
Temporary Staff	3,500	1,272	(2,228)	(175%)
Payroll Contingency	15,000	3,750	(11,250)	(300%)
Payroll	314,025	268,360	(45,665)	(17%)
Fares	1,500	496	(1,004)	(202%)
Subsistence	600	512	(88)	(17%)
Travel & Subsistence	2,100	1,008	(1,092)	(108%)
Printing and stationery	800	262	(538)	(205%)
Courier charges	150	38	(112)	(295%)
Room Hire	0	100	100	100%
Mobile telephone	495	525	30	6%
Office Services	1,445	925	(520)	(56%)
Internet/3G	300	145	(155)	(107%)
Computer Services	300	145	(155)	(107%)
Other Professional Fees	14,200	25,500	11,300	44%
Legal Advice	0	575	575	100%
Legal Expenses	28,000	13,960	(14,040)	(101%)
Employee Assistance Programme	10,000	5,141	(4,859)	(95%)
Reward Data	11,000	9,350	(1,650)	(18%)
Professional Fees	63,200	54,526	(8,674)	(16%)
Subscriptions	500	1,531	1,031	67%
Training	5,000	2,605	(2,395)	(92%)
Organisational Training	60,000	40,863	(19,137)	(47%)
Specific Departmental Costs	65,500	44,999	(20,501)	(46%)
DEPARTMENTAL TOTAL	446,570	369,963	(76,607)	(21%)

COST CENTRE: HR - PARTNERS

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	121,074	100,584	(20,490)	(20%)
Overtime	0	384	384	100%
National insurance cost	13,320	9,867	(3,453)	(35%)
Temporary Staff	3,600	1,650	(1,950)	(118%)
Payroll	137,994	112,485	(25,509)	(23%)
Fares	500	144	(356)	(247%)
Subsistence	250	83	(167)	(201%)
Travel & Subsistence	750	227	(523)	(230%)
Printing and stationery	4,500	3,687	(813)	(22%)
Mobile phone	300	51	(249)	(488%)
Room hire	800	0	(800)	0%
Office Services	5,600	3,738	(1,862)	(50%)
Partners Recruitment & Interviews	43,970	40,839	(3,131)	(8%)
Partners Training	206,490	182,211	(24,279)	(13%)
Partners	250,460	223,050	(27,410)	(12%)
Legal advice	5,000	15,598	10,598	68%
Training	5,000	4,681	(319)	(7%)
Specific Departmental Costs	10,000	20,279	10,279	51%
DEPARTMENTAL TOTAL	404,804	359,779	(45,025)	(13%)

COST CENTRE: INFORMATION TECHNOLOGY

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	264,864	230,579	(34,285)	(15%)
Overtime pay	4,380	2,381	(1,999)	(84%)
National insurance cost	30,696	25,909	(4,787)	(18%)
Pension cost	15,684	21,849	6,165	28%
Temporary Staff	2,000	42,666	40,666	95%
Payroll	317,624	323,384	5,760	2%
Fares	1,000	871	(129)	(15%)
Subsistence	2,553	1,661	(892)	(54%)
Travel & Subsistence	3,553	2,532	(1,021)	(40%)
Printing & stationery	300	154	(146)	(95%)
Mobile phone	2,206	2,018	(188)	(9%)
	2,506	2,172	(334)	(15%)
Internet/3G	1,103	1,000	(103)	(10%)
Hardware < £1000	13,532	14,208	676	5%
Hardware support and maintenance	34,372	35,224	852	2%
General software support and maintenance	146,208	77,624	(68,584)	(88%)
Netregulate software support and maintenance	176,976	168,144	(8,832)	(5%)
Managed Web & Internet services	346,298	239,654	(106,644)	(44%)
IT Consumerables	5,000	3,473	(1,527)	(44%)
Specialist external support	12,255	9,840	(2,415)	(25%)
Offsite data archive	919	720	(199)	(28%)
IT Hardware Disposals	500	648	148	23%
Telephone	50,000	40,909	(9,091)	(22%)
Computer Services	787,163	591,444	(195,719)	(33%)
Legal Advice	5,000	8,021	3,021	38%
Professional Fees	5,000	8,021	3,021	38%
Project Costs	26,498	28,273	1,775	6%
Project costs	26,498	28,273	1,775	6%
Training	9,600	5,226	(4,374)	(84%)
Subscriptions to Professional Bodies	200	0	(200)	0%
Specific Departmental Costs	9,800	5,226	(4,574)	(88%)
DEPARTMENTAL TOTAL	1,152,144	961,052	(191,092)	(20%)

COST CENTRE: OPERATIONS OFFICE

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	289,164	292,428	3,264	1%
National insurance cost	34,044	33,448	(596)	(2%)
Pension cost	23,724	30,473	6,749	22%
Payroll	346,932	356,349	9,417	3%
Fares	5,400	4,436	(964)	(22%)
Subsistence	3,650	2,795	(855)	(31%)
Conferences	500	0	(500)	0%
Travel & Subsistence	9,550	7,231	(2,319)	(32%)
Printing & Stationery	500	845	345	41%
Mobile phone	1,080	1,974	894	45%
Office services	1,580	2,819	1,239	44%
Internet & 3G	748	1,005	257	26%
Computer Services	748	1,005	257	26%
Legal Advice	15,000	62,573	47,573	76%
ISO 9001 Certification	5,240	3,538	(1,702)	(48%)
ISO 27001 Certification - Info securit	10,000	4,552	(5,448)	(120%)
Other Professional fees	0	4,034	4,034	100%
Professional Fees	30,240	74,697	44,457	60%
Small project costs	15,000	5,891	(9,109)	(155%)
Project Costs	15,000	5,891	(9,109)	(155%)
Disaster contingency plan	17,000	17,079	79	0%
Archive storage	14,400	22,104	7,704	35%
Subscriptions	800	157	(643)	(410%)
Training	8,800	18,384	9,584	52%
Specific Departmental Costs	41,000	57,724	16,724	29%
DEPARTMENTAL TOTAL	445,050	505,716	60,666	12%

COST CENTRE: POLICY & STANDARDS

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	148,272	137,141	(11,131)	(8%)
Overtime	0	750	750	100%
National insurance cost	16,560	14,944	(1,616)	(11%)
Pension cost	15,636	17,047	1,411	8%
Payroll	180,468	169,882	(10,586)	(6%)
Fares	13,000	8,651	(4,349)	(50%)
Subsistence	6,700	4,789	(1,911)	(40%)
Conferences	3,000	4,416	1,416	32%
Travel & Subsistence	22,700	17,856	(4,844)	(27%)
Fees	2,790	3,115	325	10%
Travel & subsistence	1,800	1,659	(141)	(8%)
Council & Committee	4,590	4,774	184	4%
Printing & Stationary	21,000	13,516	(7,484)	(55%)
Mobile phone	821	349	(472)	(135%)
Room Hire	1,000	1,000	0	0%
Office Services	22,821	14,865	(7,956)	(54%)
Standards of Proficiency (Prod, Dist	6,600	3,300	(3,300)	(100%)
General Events (Internal & External)	6,800	7,249	449	6%
Research	25,000	0	(25,000)	0%
Communications	38,400	10,549	(27,851)	(264%)
Legal Advice	7,125	8,859	1,734	20%
Professional Fees	7,125	8,859	1,734	20%
Training	9,000	13,076	4,076	31%
Subscriptions	500	2,700	2,200	81%
Specific Departmental Costs	9,500	15,776	6,276	40%
DEPARTMENTAL TOTAL	285,604	242,561	(43,043)	(18%)

COST CENTRE: REGISTRATION

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	923,700	847,273	(76,427)	(9%)
Overtime pay	24,000	21,922	(2,078)	(9%)
National insurance cost	91,368	85,218	(6,150)	(7%)
Pension cost	45,300	49,226	3,926	8%
Temporary Staff	15,000	11,986	(3,014)	(25%)
Payroll	1,099,368	1,015,625	(83,743)	(8%)
Fares	2,750	3,525	775	22%
Subsistence	2,750	3,492	742	21%
Conferences	4,000	3,020	(980)	(32%)
Staff Travel & Subsistence	9,500	10,037	537	0
Printing and stationery	381,525	213,969	(167,556)	(78%)
Mobile Phone	400	380	(20)	(5%)
Office Services	381,925	214,349	(167,576)	(78%)
Internet/3G	800	428	(372)	(87%)
Computer Services	800	428	(372)	(87%)
International Assessments	133,200	285,438	152,238	53%
Grandparenting assessments	48,528	14,112	(34,416)	(244%)
CPD Assessors	166,840	79,283	(87,557)	(110%)
Test of Competence (All Profession:	12,640	7,940	(4,700)	(59%)
Appitude Tests	1,264	0	(1,264)	0%
Partners	362,472	386,773	24,301	6%
Other professional fee	0	195	195	100%
Legal Advice	4,000	2,000	(2,000)	(100%)
Professional Fees	4,000	2,195	(1,805)	(82%)
Small project costs	720	7,609	6,889	91%
Project Costs	720	7,609	6,889	91%
Subscriptions	6,850	8,796	1,946	22%
Training	42,270	28,438	(13,832)	(49%)
Specific Departmental Costs	49,120	37,234	(11,886)	(32%)
DEPARTMENTAL TOTAL	1,907,905	1,674,250	(233,655)	(14%)

COST CENTRE: SECRETARIAT

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Basic pay	126,756	124,607	(2,149)	(2%)
National insurance cost	14,568	13,775	(793)	(6%)
Pension cost	11,976	12,803	827	6%
Payroll	153,300	151,185	(2,115)	(1%)
Fares	1,200	871	(329)	(38%)
Subsistence	1,200	1,801	601	33%
Conferences	1,000	1,617	617	38%
Staff Travel & Subsistence	3,400	4,289	889	21%
Printing and stationery	27,979	38,862	10,883	28%
Room Hire	4,000	5,046	1,046	21%
Mobile telephone	350	330	(20)	(6%)
Office Services	32,329	44,238	11,909	27%
Other professional fees	15	45	30	67%
Legal advice	48,000	30,749	(17,251)	(56%)
Professional Fees	48,015	30,794	(17,221)	(56%)
Training	8,000	8,808	808	9%
Specific Departmental Costs	8,000	8,808	808	9%
DEPARTMENTAL TOTAL	245,044	239,314	(5,730)	(2%)

COST CENTRE: DEPRECIATION

	Budget 2011-12 £	Reforecast 2010-11 £	Variance £	Variance %
Property Deprecation	32,300	33,211	911	3%
Property Services	32,300	33,211	911	3%
Office Equipment depreciation	19,621	33,772	14,151	42%
Office Services	19,621	33,772	14,151	42%
Computer equipment depreciation	119,704	81,172	(38,532)	(47%)
Computer software depreciation	488,127	377,615	(110,512)	(29%)
Computer Services	607,831	458,787	(149,044)	(32%)
DEPARTMENTAL TOTAL	659,752	525,770	(133,982)	(25%)