

Council, 27 March 2014

Budget for the year ending 31 March 2015

Executive summary and recommendations

Introduction

HCPC's draft budget for the year ending 31 March 2015 is attached, including the calculation of the target minimum level of reserves in accordance with the Reserves Policy.

Decision

The Council is asked to approve the budget for the year ending 31 March 2015.

Background information

All budget holders prepared their first draft budgets and these were consolidated by the finance team and discussed at an EMT away day at Kew in January.

Income and expenditure

Budgeted income is £26.0m, which is a £1m / 4% increase on the 2013-14 forecast. £0.3m of the increase is attributable to fee rises, which take effect as professions reach their biennial renewal, and £0.5m is attributable to net growth in registrant numbers over the year. The budget is drawn from the registrant numbers forecast, which stands at 321,000 at 1 April 2014 and is forecast to grow to 331,000 by 31 March 2015. It is assumed for budgeting purposes that no new professions will join the register during the year.

Compared to 2013-14, the 2014-15 budget for expenditure:

- Includes a 6% increase in operating costs, from £24m to £25.4m
- Within operating costs, the proposed payroll budget increases from £8,417k to £9,790k, due mainly to 21 net new posts across the organization (including 12 in Registrations, 7 in FTP and 3 in IT). The reasons for the new posts are set out in the relevant departmental workplans
- Non-payroll operating costs increase by only £159k, from £15,415k to £15,569k. The FTP department non-payroll costs budget reduces by £650k, mainly due to savings from the new legal services contract
- The total budget for 15 major projects is £3,322k, of which £638k is operating expenditure included within the total of £25.4m, and £2,683k is capital expenditure. The 2013-14 major projects budget was £1,573k in total (£421k operating expenditure and £1,152k capital expenditure).

The overall position is a budgeted operating deficit for 2014-15 after depreciation of £95k.

Cash flow and balance sheet

The cashflow forecast shows a net cash inflow for the year of £1,072k. Cash is expected to increase over the year (despite the budgeted deficit and the additional cash outflow from capital expenditure) mainly because Social Workers and Physiotherapists are due to renew their registrations during 2014-15. Those that do not pay by direct debit will be paying the £160 fee for the two years in advance.

The month 11 management accounts (within the Finance Report on the agenda) indicate a surplus for 2013-14, likely to be in the range £500k to £1,000k. We have therefore based the forecast balance sheets at 31 March 2014 and 31 March 2015 on an expected surplus for 2013-14 of £750k.

Reserves

HCPC's Reserves Policy is that sufficient reserves should be held to cover three months operating expenditure. The Reserves policy and the associated minimum target level of reserves were last approved by the Finance and Resources Committee in June 2013. Under the new Council and Committee structure, the Reserves Policy comes directly to Council for approval.

Under the policy, HCPC defines Reserves as working capital, which is trade and other receivables plus cash, less trade and other payables. Based on the 2014-15 budget, three months operating expenditure and therefore the minimum target level of reserves for 31 March 2015 is £6,340k.

The forecast cash flow and balance sheet indicate that we will be comfortably above the minimum target level of reserves throughout 2014-15.

Resource implications

None.

Financial implications

HCPC income and expenditure for the year ending 31 March 2015.

Appendices

Draft budget for the year ending 31 March 2015. The calculation of the target minimum level of reserves is included at page 14.

Date of paper

25 March 2014

APPENDIX ONE

HEALTH AND CARE PROFESSIONS COUNCIL

2014-15 DRAFT BUDGET

HEALTH AND CARE PROFESSIONS COUNCIL

Page

2014-15 DRAFT BUDGET

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HEALTH AND CARE PROFESSIONS COUNCIL 2014-15 DRAFT BUDGET

Key assumptions, sensitivities and risks

- 1 The Income Model is based on August 2013 registrant numbers. Actual registrant numbers at mid March 2014 are a tenth of 1% higher than in August, so the August numbers are still appropriate. The income budget does not include any new professions joining the register.
- 2 HCPC will undertake up to **15** Major Projects (2013-14: **15**). Slippage on initiating new projects will lead to underspends. Conversely, projects may overspend, although contingency is built into individual project budgets to mitigate this risk.
- 3 The key assumptions within the FTP department budget are set out in the FTP workplan, including:

	2014-15 Budget	2013-14 Budget
Number of new allegations received	2150	2110
Ongoing caseload	1000	780
Cases closed pre Investigating Committee Panel	1350	1000
% of cases with no case to answer at ICP	50%	50%
Cases proceeding to ICP hearing	860	1100
Number of days' hearings	1400	1300

The budget is sensitive to all of these factors. For example, each 1% increase in the percentage of allegations with a case to answer implies a £26k increase in Partners' costs.

- 4 The payroll budget assumes **230** full time equivalent employees, including staff on fixed term contracts for projects or maternity cover (2013-14: 204). The budget assumes full complement, and has included the cost of maternity cover where anticipated, so delays in filling vacancies will tend to lead to underspends.
- 5 The Education Department budget assumes there will be **85** approval visits and **9** Annual Monitoring Assessment Days (2013: **71** and **8**)

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET
INCOME AND EXPENDITURE**

	Budget 2014-15 £	Month 9 Reforecast 2013-14 £	Month 6 Reforecast 2013-14 £	Budget 2013-14 £	Budget 2014-15 vs Budget 2013-14	
					Variance £	Variance %
INCOME						
Arts Therapists	255,274	274,721	245,324	271,510	(16,236)	(6%)
Biomedical Scientists	1,812,717	1,762,181	1,765,011	1,743,891	68,826	4%
Chiropractors/ Podiatrists	1,004,338	1,009,884	977,305	999,384	4,954	0%
Clinical Scientists	405,736	384,691	384,361	380,700	25,036	6%
Dieticians	709,572	684,857	652,780	677,751	31,821	4%
Hearing Aid Dispensers	164,115	163,824	154,673	162,123	1,992	1%
Occupational Therapists	2,830,821	2,689,747	2,696,057	2,624,271	206,550	7%
Operating Department Practitioners	949,298	910,775	850,282	933,610	15,688	2%
Orthoptists	107,502	102,075	102,732	106,284	1,218	1%
Paramedics	1,628,287	1,554,608	1,417,144	1,538,472	89,815	6%
Physiotherapists	4,116,485	3,928,949	3,903,025	3,888,167	228,318	6%
Practitioner Psychologists	1,526,808	1,449,954	1,457,633	1,434,703	92,105	6%
Prosthetists & Orthotists	79,024	73,569	78,411	72,806	6,218	8%
Radiographers	2,234,887	2,326,531	2,216,246	2,302,382	(67,495)	(3%)
Speech & Language Therapists	1,196,863	1,146,852	1,117,197	1,134,951	61,912	5%
Social Workers	6,991,621	6,504,187	6,750,755	6,436,671	554,950	8%
Registration Income	26,013,349	24,967,405	24,768,935	24,707,676	1,305,673	5%
Cheque/credit card adjustments	0	0	(3,000)	(3,000)	(3,000)	
TOTAL INCOME	26,013,349	24,967,405	24,765,935	24,704,676	1,302,673	5%
EXPENDITURE						
Departments						
Chair	78,960	90,052	77,374	78,833	127	0%
Chief Executive	362,394	380,543	379,212	377,444	(15,050)	(4%)
Council, Committees & PLG	225,780	250,816	255,031	251,528	(25,748)	(11%)
Communications	1,267,698	1,111,350	1,113,243	1,144,901	122,797	10%
Education	1,100,093	918,447	1,035,190	1,068,533	31,561	3%
Facilities Management	1,574,249	1,409,061	1,314,394	1,453,051	121,198	8%
Finance	848,340	815,822	811,944	712,268	136,072	16%
Fitness to Practise	12,229,019	11,755,855	11,991,838	12,268,125	(39,106)	(0%)
Human Resources	679,782	627,250	611,498	509,187	170,595	25%
Human Resources Partners	573,690	376,629	410,705	430,767	142,923	25%
IT Department	1,678,902	1,555,356	1,447,275	1,418,367	260,535	16%
Operations Office	638,053	599,112	602,591	685,622	(47,569)	(7%)
Policy & Standards	364,813	367,083	367,627	398,177	(33,364)	(9%)
Major projects	638,230	263,369	396,534	420,634	217,596	34%
Registration	2,804,594	2,581,890	2,542,866	2,460,640	343,954	12%
Secretariat	294,491	281,979	273,340	285,519	8,972	3%
Operating Expenses	25,359,088	23,384,614	23,630,662	23,963,597	1,395,492	6%
Departmental Surplus/(Deficit)	654,261	1,582,791	1,135,273	741,079	(92,818)	(13%)
Other Expenditure						
Depreciation	749,507	885,000	885,000	885,000	135,493	
TOTAL OPERATING SURPLUS/(DEF)	(95,246)	697,791	250,273	(143,921)	48,675	51%

HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET
COMMENTARY ON VARIANCES IN INCOME & EXPENDITURE BUDGETS

	Budget 2014-15	Reforecast Month 9 2013-14	Reforecast Month 6 2013-14	Budget 2013-14	Variance	Commentary
INCOME						
Registration Income	26,013,349	24,967,405	24,768,935	24,707,676	1,305,673	2014/15 Revenue is expected from 16 professions and is based on August registrant figures.
Cheque/credit card adjustments	0	0	(3,000)	(3,000)	3,000	N/A
TOTAL INCOME	26,013,349	24,967,405	24,765,935	24,704,676	1,308,673	
DEPARTMENTAL OPERATING EXPENDITURE						
Chair	78,960	90,052	77,374	78,833	127	Insignificant change
Chief Executive	362,394	380,543	379,212	377,444	(15,050)	Payroll costs have fallen due 1 FTE support staff moving to Policy & Standards; offset by increase in professional fees budget
Council, Committees & PLG	225,780	250,816	255,031	251,528	(25,748)	Reduction reflects change from 20 Council members to 12
Communications	1,267,698	1,111,350	1,113,243	1,144,901	122,797	Payroll costs increased by £90k on 2013-14 budget due to maternity cover for the Events Manager, backfilling the Events Officer role and the savings made within the 2013-14 budget from 2 FTE vacancies (Stakeholder Communications Manager, which has now been filled, and the Media and PR Manager who left in December). £50k included for biannual opinion poll; reductions in budget on other non-pay lines
Education	1,100,093	918,447	1,035,190	1,068,533	31,561	Net reduction of £23k in payroll budget due to return of DoE from maternity leave; increase in T&S and Partners' costs due to 3rd visitor on all panels from Q3
Facilities Management	1,574,249	1,409,061	1,314,394	1,453,051	121,198	Payroll costs increase due to planned fixed term contract receptionist for 186 KPR. Business rates for 184 and 186 KPR reduced due to successful appeal against valuation (and refund received in 2013-14 in relation to prior years). Stannary Street rent up £26k on 2013-14 budget due to additional space being rented
Finance	848,340	815,822	811,944	712,268	136,072	Payroll costs increased by £50k compared to 2013-14 budget mainly due to planned fixed term contract additional transactions officer post. Professional fees budget increased £49k including additional legal advice on major procurements
Fitness to Practise	12,229,019	11,755,855	11,991,838	12,268,125	(39,106)	Payroll costs increasing by £611k due to 7 new posts, maternity cover for 3 posts, pension autoenrolment and full year salaries for posts appointed in 2013-14. Non payroll costs reduced by £650k due to the reduction in outstanding GSCC transfer cases and the arrangements in respect of the legal service tender
Human Resources	679,782	627,250	611,498	509,187	170,595	Payroll costs increased by £159k overall, including maternity cover for 2 posts within the team (£62k), extra recruitment costs for the new posts in other departments' budgets (£62k) and increase in the payroll contingency (£18k)

HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET
COMMENTARY ON VARIANCES IN INCOME & EXPENDITURE BUDGETS

	Budget 2014-15	Reforecast Month 9 2013-14	Reforecast Month 6 2013-14	Budget 2013-14	Variance	Commentary
Human Resources Partners	573,690	376,629	410,705	430,767	142,923	Increase of £132k in partner recruitment and training costs due to re-recruitment large number of panel members & chairs who have reached the end of their possible service, and recruitment of lay visitors and Social Worker CPD Assessors. Forecast to recruit approx 125 Partners in 2014/15 vs 40 in 2013/14. Advertising for Lay Partners is expensive as adverts in national press are required
IT Department	1,678,902	1,555,356	1,447,275	1,418,367	260,535	Payroll costs increasing £100k due to 3 planned new posts. Non-payroll increase includes £74k additional licencing costs, and £64k extra for small projects (various upgrades). Licencing has moved to a completely subscription service moving CAPEX spending to OPEX. This has been triggered by the requirement to upgrade windows platforms, Sharepoint and SQL Server (for Education). This is the most cost effective method of purchase and ensures compliance with microsoft licensing contracts allowing HCPC to flex up and down on annual usage
Operations Office	638,053	599,112	602,591	685,622	(47,569)	Payroll costs reducing £100k relative to 2013-14 budget due to restructuring since 2013-14 budget. Non-payroll costs increasing £52k including training on ISO 27001 and legal fees
Policy & Standards	364,813	367,083	367,627	398,177	(33,364)	£33k net saving in staff costs due to not filling Policy Manager post
Major projects	638,230	263,369	396,534	420,634	217,596	Detail on major projects is given in the Project Management workplan within the Council papers
Registration	2,804,594	2,581,890	2,542,866	2,460,640	343,954	£313k increase in payroll costs due to 12 new posts relative to 2013-14 budget (5 of which approved in December 2013). £45k savings on postage, printing and stationery; £58k budgeted extra partners' costs
Secretariat	294,491	281,979	273,340	285,519	8,972	Payroll costs increasing £29k includes planned temporary post for FOI and DPA work
TOTAL DEPARTMENTAL OPERATING EXPENDITURE	25,359,088	23,384,614	23,630,662	23,963,597	1,395,492	
Departmental Surplus/(Deficit)	654,261	1,582,791	1,135,273	741,079	(89,818)	
OTHER EXPENDITURE						
Depreciation	749,507	885,000	885,000	885,000	(135,493)	
TOTAL OPERATING SURPLUS/(DEFICIT)	(95,246)	697,791	250,273	(143,921)	45,675	

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET
INCOME BY ACTIVITY**

	Budget 2014-15 £	Month 9 Reforecast 2013-14 £	Month 6 Reforecast 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Income by Activity						
Graduate Registration fee	1,553,290	1,234,740	1,145,899	657,709	895,581	58%
Readmission fees	368,540	215,229	181,323	310,000	58,540	16%
Renewal fees	22,510,780	21,843,015	21,767,294	22,223,305	287,475	1%
International scrutiny fees	809,420	901,942	901,942	567,000	242,420	30%
Grandparenting fees	0	420	420	0	0	0%
UK scrutiny fees	771,319	772,057	772,057	949,662	(178,343)	(23%)
	26,013,349	24,967,403	24,768,935	24,707,676	1,305,673	5%

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET
EXPENSE BY COST TYPE**

	Budget 2014-15 £	Month 9 Reforecast 2013-14 £	Month 6 Reforecast 2013-14 £	Budget 2013-14 £	Budget 2014-15 vs Budget 2013-14 Variance £ Variance %	
Payroll	9,790,231	8,354,962	8,416,528	8,548,735	1,241,496	13%
Non-payroll costs						
Communications	601,751	572,657	566,557	575,800	25,951	4%
Computer Costs	927,012	937,653	853,266	843,572	83,440	9%
Council Committee Costs	259,600	293,088	279,555	308,783	(49,183)	(19%)
Major Projects	638,230	263,369	396,534	424,917	213,313	33%
Office Services	1,518,913	1,568,595	1,553,108	1,397,067	121,845	8%
Partners	4,108,966	4,023,039	4,423,967	4,592,521	(483,555)	(12%)
Professional Fees	5,253,844	5,508,459	5,340,351	5,323,821	(69,977)	(1%)
Property Services	892,520	780,550	722,670	886,450	6,069	1%
Small Projects	292,923	136,131	136,022	119,420	173,503	59%
Specific Department costs	832,356	706,232	713,154	697,768	134,588	16%
Travel & Subsistence	242,742	239,879	228,948	244,742	(2,000)	(1%)
	15,568,857	15,029,653	15,214,135	15,414,862	153,995	1%
Total costs	25,359,088	23,384,615	23,630,662	23,963,597	1,395,491	6%

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

PROJECT EXPENDITURE

	2014-15 Draft Budget			2013-14 Budget			Lifetime Budget
	Opex £	Capex £	Total £	Opex £	Capex £	Total £	Total £
Existing Projects:							
Annotation of the Register				5,000	10,000	15,000	33,378
Web Deployments				20,000	-	20,000	14,842
NetRegulate Changes 2013-14	-	3,660	3,660	5,000	45,000	50,000	167,100
HR & Partners Phase 1	12,882	5,508	18,390	41,112	36,888	78,000	124,105
Education System Build	211,906	513,567	725,473	68,050	526,213	594,263	1,266,511
FTP Changes 2013-14				10,000	45,000	55,000	Did not initiate
186 Kennington Park Road	26,734	450,234	476,968	-	100,000	100,000	874,314
Professional Indemnity	2,737	8,252	10,989	5,000	41,000	46,000	29,550
HR & Partners Phase 2				15,000	45,000	60,000	Initiating 2014-15
In Focus Distribution				10,000	7,750	17,750	Did not initiate
Registrations Systems Review Phase 1				105,397	118,853	224,250	Initiating 2014-15
Web Platform Review Phase 1				70,500	79,500	150,000	Did not initiate
Online Renewals Review & Change of Payment Provider				55,000	85,000	140,000	Initiating 2014-15
Fees Change Project	-	500	500	TBC	TBC	TBC	7,230
Finance Systems Review Phase 1				10,575	11,925	22,500	Did not initiate
New Projects:							
Registrations Systems Review Phase 1	189,255	469,370	658,625				658,625
HR & Partners Phase 2	103,208	707,250	810,458				810,458
Stakeholder Contact Management System	11,500	56,677	68,177				95,751
SAGE & PRS Upgrade	12,305	36,800	49,105				68,177
Domino to Exchange Migration	23,000	103,169	126,169				126,169
Direct Debit Review	28,980	20,286	49,266				49,266
Online Renewals Review & Change of Payment Provider	12,650	138,000	150,650				150,650
FTP Changes 2014-15	2,013	65,550	67,563				67,563
NetRegulate Changes 2014-15	1,150	104,576	105,726				129,606
Grand Total:	638,320	2,683,399	3,321,719	420,634	1,152,129	1,572,763	

Including completion of projects already underway, HCPC will undertake 15 major projects. Details of major projects are included in the Project Management Departmental Workplan, within the Council meeting papers.

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

CAPITAL EXPENDITURE

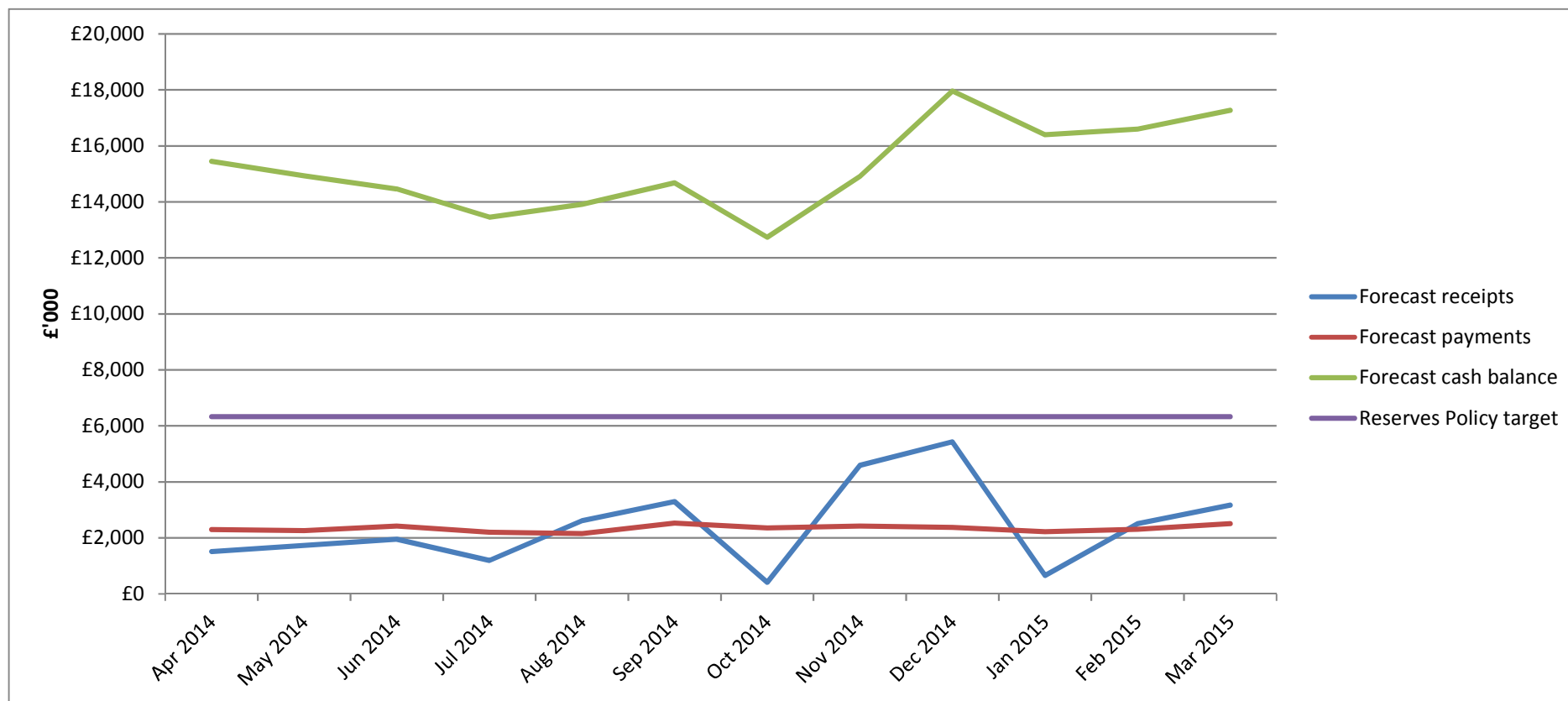
	Budget 2014-15 £	Budget 2013-14 £
<u>Project expenditure</u>	<u>2,683,399</u>	<u>1,152,129</u>
<u>Consultancy - Design Building Purchase</u>	<u>-</u>	<u>880,000</u>
<u>Building Purchase</u>	<u>-</u>	<u>725,000</u>
 <u>Computer Equipment</u>		
Software licences upgrades, new starters, new software	43,075	40,140
Software licences new/replacement services	23,397	56,959
Hardware replacement servers, switches & drives	124,000	92,000
Hardware new services	-	79,000
Hardware new starters	-	24,510
	<u>190,472</u>	<u>292,609</u>
 <u>Office equipment</u>		
Vending Machines	10,000	14,000
Installation of air conditioning to Units Stannary Street & Reception	10,000	100,000
CCTV- Whitfield House	-	10,000
Replacement Colour Copier	14,000	
Replacement B&W Copier	12,000	
Structured cabling - Whitefield House		-
Access Control -Whitefield House		10,000
Dedicated cable link to 33 Stannary Street		14,000
	<u>46,000</u>	<u>148,000</u>
 Total Capital expenditure	<u>2,919,871</u>	<u>3,197,738</u>

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET
Cash Flow Statement**

	Budget 2014-15 £	Forecast 2014-15 £	Budget 2013-14 £
Cash flows from operating activities			
Operating surplus/(deficit)	(95,246)	873,000	(143,921)
Depreciation and amortisation	749,507	719,000	885,000
Impairment on freehold properties		726,000	
Decrease/(increase) in debtors & prepayments	50,000	111,000	0
Increase/(decrease) in creditors	231,687	(294,216)	
(Decrease)/increase in deferred income	3,055,807	150,216	809,651
Net cash in/(out)flow from operating activities	3,991,756	2,285,000	1,550,730
Capital expenditure and financial investments			
Purchase of tangible and intangible assets	(2,919,871)	(1,626,000)	(2,185,000)
Increase in cash	1,071,885	659,000	(634,270)
Opening cash	16,243,000	15,584,000	15,584,000
Closing cash	17,314,885	16,243,000	14,949,730
Cash movement	1,071,885	659,000	(634,270)

HEALTH AND CARE PROFESSIONS COUNCIL 2014-15 DRAFT BUDGET

Cash Flow Graph



**HEALTH AND CARE PROFESSIONS COUNCIL
DRAFT STATEMENT OF FINANCIAL POSITION AT 31 MARCH**

	Budget	Forecast	Budget
	2015	2014	2014
	£000	£000	£000
Non current assets	6,910	4,740	5,900
Current assets			
Trade and other receivables	400	450	400
Cash and cash equivalents	17,315	16,243	8,909
Total assets	<u><u>24,625</u></u>	<u><u>21,433</u></u>	<u><u>15,209</u></u>
Current liabilities			
Other	2,336	2,105	2,508
Deferred Income	19,344	16,288	10,940
Total liabilities	<u>21,680</u>	<u>18,393</u>	<u>13,448</u>
Total assets less liabilities	<u><u>2,945</u></u>	<u><u>3,040</u></u>	<u><u>1,761</u></u>
General Fund			
Brought forward	3,040	2,167	1,905
Period result	(95)	750	(144)
Grant income		123	-
Carried forward	<u><u>2,945</u></u>	<u><u>3,040</u></u>	<u><u>1,761</u></u>

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

RESERVES POLICY TARGET

	Actual 2012-13 £	Budget 2013-14 £	Budget 2014-15 £
Working capital at end of year	14,060,000	6,801,000	15,378,414
Expenditure for year	20,697,000	23,963,000	25,359,088
Minimum target level of reserves (3 months' expenditure)	5,174,250	5,990,750	6,339,772
Amount over/(under) minimum target level	8,885,750	810,250	9,038,642

HCPC's Reserves Policy is that sufficient reserves should be held to cover three months operating expenditure. Under the policy, HCPC defines Reserves as working capital, which is trade and other receivables plus cash, less trade and other payables. Based on the 2014-15 budget, three months operating expenditure and therefore the minimum target level of reserves for 31 March 2015 is £6,340k.

It may be more appropriate to include other factors in the reserves policy, such as the need to finance fixed assets and to be able to meet contingencies, as well as providing working capital for operations, while recognising that registrants' fees are paid in advance. During 2014-15 the Reserves Policy will be reviewed and a revision may be recommended to a future Council meeting.

APPENDICES TO BUDGET 2014/2015

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

CHAIR

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Conferences	3,000	4,033	2500	3,000	(0)	(0%)
President Fee	54,000	58,150	54,000	54,000	0	0%
President Fares & Subsistence	18,000	17,989	17,031	18,000	0	0%
Council Comm. Costs Subtotal	75,000	80,172	73,531	75,000	(0)	(0%)
Internet/3G	0	263	310	-	0	
Computer Costs Subtotal	0	263	310	-	0	
Mobile Phone & Blackberry	600	493	533	833	(233)	(28%)
Office Services Subtotal	600	493	533	833	(233)	(28%)
Other Professional Fees	3,000	9,125	3,000	3,000	0	0%
Professional Fees Subtotal	3,000	9,125	3,000	3,000	0	0%
DEPARTMENTAL TOTAL	78,600	90,053	77,374	78,833 #	(233)	(0.3%)

Insignificant change

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

CHIEF EXECUTIVE

	Budget	Reforecast	Reforecast	Budget	Variance	Variance
	2014-15	2013-14	2013-14	2013-14	£	%
	£	£	£	£		
Basic Pay-Permanent	179,840	193,683	193,683	213,253	(33,413)	(19%)
Medical Insurance	5,100	2,706	4,968	2,200	2,900	57%
NI ER-Permanent	21,581	24,994	24,994	25,590	(4,009)	(19%)
Pension ER-Permanent	30,573	30,882	31,642	35,187	(4,614)	(15%)
Payroll Subtotal	237,094	252,264	255,288	276,230	-39,136	(17%)
Conferences & Lecturing	2,500	767	2,500	2,500	0	0%
Entertaining Chief Executive	4,000	2,132	4,000	4,000	0	0%
Fares	25,000	16,683	25,000	25,000	0	0%
Subsistence & Others	10,000	11,578	10,000	10,000	0	0%
Travel & Subsistence Subtotal	41,501	31,160	41,501	41,500	1	0%
Internet/3G	500	317	475	526	(26)	(5%)
Computer Costs Subtotal	500	317	475	526	-26	(5%)
Mobile Phone & Blackberry	800	612	716	800	(0)	(0%)
Office Artwork	0	0	0	-	0	
Postage	0	0	0	-	0	
Printing & Stationery	5,000	4,991	4,934	2,500	2,500	50%
Office Services Subtotal	5,800	5,603	5,650	3,300	2,500	76%
Legal Advice	30,000	58,837	42,500	30,000	0	0%
Other Professional Fees	30,000	16,400	16,400	9,388	20,612	69%
Professional Fees Subtotal	60,000	75,237	58,900	39,388	20,612	34%
PSA Levy	0	0	0	-	0	
EMT Training	16,000	12,053	16,000	8,500	7,500	47%
Subscriptions	1,500	3,909	1,399	2,000	(500)	(33%)
Training	0	0	0	6,000	(6,000)	
Specific Dept Costs Subtotal	17,500	15,962	17,399	16,500	1,000	6%
DEPARTMENTAL TOTAL	362,395	380,543	379,212	377,444	(15,049)	(4%)

Payroll costs have fallen due 1 FTE support staff moving to Policy & Standards; offset by increase in professional fees budget

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

COUNCIL AND COMMITTEES

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Conferences	4,000	1,147	1,128	3,000	1,000	25%
Council & Committee Training	5,000	3,000	3,000	4,000	1,000	20%
Council Meetings Fee	94,600	118,780	115,580	126,033	(31,433)	(33%)
Council Meetings T&S	70,200	79,641	77,897	88,750	(18,550)	(26%)
Taxation	10,800	10,349	8,418	12,000	(1,200)	(11%)
Council Comm. Costs Subtotal	184,600	212,916	206,024	233,783	(49,183)	(27%)
Catering	3,300	3,092	3,332	3,335	(35)	(1%)
Office Services Subtotal	3,300	3,092	3,332	3,335	(35)	(1%)
Other Professional Fees	3,000	-	-	-	3,000	100%
Professional Fees Subtotal	3,000	-	-	-	3,000	100%
Annual General Meeting	-	-	-	-	0	
Appointments	34,880	34,808	45,675	10,000	24,880	71%
Specific Dept Costs Subtotal	34,880	34,808	45,675	10,000	24,880	71%
DEPARTMENTAL TOTAL	225,780	250,816	255,031	247,118	(21,338)	(9%)

Reduction reflects change from 20 Council members to 12

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

COMMUNICATIONS

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	0	0	0	0	0	
Basic Pay-Permanent	561,199	429,822	435,277	442,445	118,753	21%
NI ER-Fixed Term Contract	0	0	0	0	0	
NI ER-Permanent	67,344	45,934	46,033	53,093	14,250	21%
Overtime-Fixed Term Contract	0	0	0	0	0	
Overtime-Permanent	0	1,344	1,469	0	0	
Pension ER-Fixed Term Contract	0	0	0	0	0	
Pension ER-Permanent	34,875	34,988	34,904	30,763	4,112	12%
Temporary Staff	0	3,224	3,224	0	0	
Payroll Subtotal	663,417	515,314	520,907	526,301	137,116	21%
Fares	13,250	16,607	13,370	26,100	(12,850)	(97%)
Subsistence & Others	10,000	10,635	10,799	15,400	(5,400)	(54%)
Travel & Subsistence Subtotal	23,250	27,241	24,169	41,500	(18,250)	(78%)
Internet/3G	0	466	349	0	0	
Computer Costs Subtotal	0	466	349	0	0	
Couriers	19,000	19,689	19,011	35,000	(16,000)	(84%)
Mobile Phone & Blackberry	3,180	3,112	3,185	5,000	(1,820)	(57%)
Postage	0	8,171	7,728	0	0	
Printing & Stationery	1,600	1,162	1,641	1,800	(200)	(13%)
Office Services Subtotal	23,780	32,134	31,566	41,800	(18,020)	(76%)
Annual Reports	1,267	1,267	1,267	2,500	(1,233)	(97%)
Brouchures	38,900	48,357	45,736	49,500	(10,600)	(27%)
Campaigns	70,000	84,434	71,442	75,000	(5,000)	(7%)
Conferences & Exhibitions	30,000	37,328	46,334	35,000	(5,000)	(17%)
Internal Communications	89,300	84,024	96,633	89,600	(300)	(0%)
Market Research	50,000	0	0	0	50,000	100%
Marketing & Promotions	4,764	5,605	4,764	5,000	(236)	(5%)
Media Relations	25,000	19,700	17,400	25,000	0	0%
Meet the HPC events	72,204	61,998	58,314	60,200	12,004	17%
Public Affairs & Stakeholder	42,496	68,892	66,298	61,000	(18,504)	(44%)
Translations	2,820	2,185	2,835	10,000	(7,180)	(255%)
Web	60,000	56,754	53,536	50,000	10,000	17%
Communications Subtotal	486,751	470,546	464,558	462,800	23,951	5%
Legal Advice	0	0	0	0	0	
Other Professional Fees	0	0	0	0	0	
Professional Fees Subtotal	0	0	0	0	0	
Subscriptions	46,500	42,212	46,790	47,500	(1,000)	(2%)
Training	24,000	23,439	24,902	25,000	(1,000)	(4%)
Specific Dept Costs Subtotal	70,500	65,650	71,692	72,500	(2,000)	(3%)
Grand Total	1,267,698	1,111,350	1,113,243	1,144,901	122,797	10%

Payroll costs increased by £90k on 2013-14 budget due to maternity cover for the Events Manager, backfilling the Events Officer role and the savings made within the 2013-14 budget from 2 FTE vacancies (Stakeholder Communications Manager, which has now been filled, and the Media and PR Manager who left in December). £50k included for biannual opinion poll; reductions in

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

EDUCATION

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	-	-	-	-	0	
Basic Pay-Permanent	604,453	517,525	586,887	627,674	(23,221)	(4%)
NI ER-Fixed Term Contract	-	-	-	-	0	
NI ER-Permanent	72,534	56,927	66,170	72,458	76	0%
Overtime-Fixed Term Contract	-	-	-	-	0	
Pension ER-Fixed Term Contract	-	-	-	-	0	
Pension ER-Permanent	47,034	44,623	51,361	31,268	15,766	34%
Temporary Staff	16,902	17,583	32,500	32,500	(15,598)	(92%)
Payroll Subtotal	740,923	636,657	736,918	763,901	(22,978)	(3%)
Conferences	1,200	912	912	1,000	200	17%
Fares	21,520	18,159	19,760	19,720	1,800	8%
Subsistence & Others	28,835	19,915	23,225	23,178	5,657	20%
Travel & Subsistence Subtotal	51,555	38,986	43,898	43,898	7,657	15%
Internet/3G	-	220	246	276	(276)	
Computer Costs Subtotal	-	220	246	276	(276)	
Catering	1,152	1,212	1,274	1,360	(208)	(18%)
Mobile Phone & Blackberry	5,712	4,486	5,238	5,544	168	3%
Postage	2,500	725	1,175	2,000	500	20%
Printing & Stationery	21,260	9,285	9,900	11,720	9,540	45%
Room Hire	5,000	-	-	-	5,000	
Office Services Subtotal	35,624	15,708	17,587	20,624	15,000	42%
Translations	-	-	-	-	0	
Communications Subtotal	-	-	-	-	0	
Annual Monitoring	21,960	21,636	20,852	18,720	3,240	15%
Annual Monitoring - Travel & Subs	21,690	21,817	21,735	19,120	2,570	12%
Approvals	81,648	75,865	80,240	79,994	1,654	2%
Approvals - Travel & Subsistence	85,104	75,088	75,450	80,221	4,883	6%
Complaints	288	-	144	288	0	0%
Major/Minor Change	11,333	10,033	9,500	11,664	(331)	(3%)
Partners Subtotal	222,023	204,438	207,921	210,007	12,016	5%
Legal Advice	2,400	600	1,200	2,400	0	0%
Other Professional Fees	-	-	-	-	0	
Professional Fees Subtotal	2,400	600	1,200	2,400	0	0%
Small Project Costs	10,000	2,300	2,500	2,500	7,500	75%
Small Projects Subtotal	10,000	2,300	2,500	2,500	7,500	75%
Subscriptions	572	469	561	568	4	1%
Training	36,997	19,069	24,360	24,360	12,637	34%
Specific Dept Costs Subtotal	37,569	19,538	24,921	24,928	12,641	34%
					0	
DEPARTMENTAL TOTAL	1,100,094	918,447	1,035,190	1,068,533	31,561	3%

Net reduction of £23k in payroll budget due to return of DoFE from maternity leave; increase in T&S and Partners' costs due to 3rd visitor on all panels from Q3

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

FACILITIES

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	24,996	-	0	-	24,996	100%
Basic Pay-Permanent	162,761	137,965	131,417	158,049	4,712	3%
NI ER-Fixed Term Contract	-	-	0	-	0	
NI ER-Permanent	19,531	14,674	14,458	18,966	565	3%
Overtime-Fixed Term Contract	-	-	0	-	0	
Overtime-Permanent	12,000	9,370	10,517	15,000	(3,000)	(25%)
Pension ER-Fixed Term Contract	-	-	0	-	0	
Pension ER-Permanent	17,352	17,386	17,743	18,337	(985)	(6%)
Temporary Staff	12,000	16,411	10,488	6,000	6,000	50%
Payroll Subtotal	248,640	195,807	184,623	216,351	32,289	13%
Car Expenses & Car Parking	-	300	440	5,000	(5,000)	
Fares	3,600	3,344	3,033	2,500	1,100	31%
Subsistence & Others	120	240	235	250	(130)	(108%)
Travel & Subsistence Subtotal	3,720	3,884	3,708	7,750	(4,030)	(108%)
Internet/3G	-	194	151	300	(300)	
Computer Costs Subtotal	-	194	151	300	(300)	#DIV/0!
Catering	44,004	37,498	39,413	33,000	11,004	25%
Couriers	120	-	0	50	70	
Mobile Phone & Blackberry	600	501	579	350	250	42%
Office equipment < £1000	50,000	79,970	63,271	40,000	10,000	20%
Office Equipment Disposals	-	-	0	500	(500)	
Office equipment rental	18,000	11,990	17,678	16,000	2,000	11%
Other Office Services	30,000	30,046	36,460	20,000	10,000	33%
Photocopying	20,000	17,805	19,883	10,000	10,000	50%
Postage	149,996	144,139	118,968	160,000	(10,004)	(7%)
Printing & Stationery	87,000	79,450	74,001	57,000	30,000	34%
Room Hire	-	2,333	2,333	-	0	#DIV/0!
Telephone	-	6,070	6,070	-	0	#DIV/0!
Office Services Subtotal	399,720	409,802	378,657	336,900	62,820	16%
Building Refurbishment	80,000	174,432	128,878	129,000	(49,000)	(61%)
Business Rates	132,000	30,119	-3,784	212,000	(80,000)	(61%)
Cleaning Contractors	90,000	50,444	50,867	84,000	6,000	7%
Cleaning Materials	24,000	24,610	20,197	15,000	9,000	38%
Electricity	86,400	59,366	76,495	75,000	11,400	13%
Gas	15,000	12,051	12,914	7,500	7,500	50%
Maintenance contracts	30,000	41,645	25,052	25,000	5,000	17%
Repairs & Maintenance	150,000	123,707	134,114	90,000	60,000	40%
Security	26,400	35,885	36,819	24,000	2,400	9%
Waste Disposal	21,000	10,664	12,213	21,000	0	0%
Water	2,400	1,440	1,950	2,000	400	17%
Property Services Subtotal	657,200	564,365	495,715	684,500	(27,300)	(4%)
Legal Advice	750	-	0	750	0	
Other Professional Fees	10,750	800	0	750	10,000	
Professional Fees Subtotal	11,500	800	0	1,500	10,000	
Books & Publications	100	-	0	100	0	
General Insurance	-	-	0	-	0	
Health & Safety	15,000	8,635	11,437	11,000	4,000	27%
Subscriptions	250	200	200	200	50	20%
Training	3,600	1,889	1,714	1,500	2,100	58%
Specific Dept Costs Subtotal	18,950	10,724	13,351	12,800	6,150	32%
DEPARTMENTAL TOTAL	1,339,730	1,185,576	1,076,206	1,260,101	79,628	6%

The reforecasted budget expenditure of £1.260m represents an overall 15% decrease when compared to the Council approved budget. This can be attributed to savings made as a result of changes to the business rates.

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

33 STANNARY ST

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Office Equipment <£1000-33 Stann:	-	-	-	-	0	
Other Office Services	-	-	-	-	0	
Office Services Subtotal	-	-	-	-	0	
Business Rates-33 Stannary Street	37,200	36,149	36,148	30,000	7,200	24%
Cleaning Materials	-	-	-	-	0	
Cleaning-33 Stannary Street	3,600	7,550	3,309	-	3,600	
Electricity-33 Stannary Street	20,000	14,944	22,390	11,000	9,000	82%
Gas-33 Stannary Street	4,800	3,395	4,266	3,500	1,300	37%
Rent-33 Stannary Street	136,000	118,045	119,629	110,000	26,000	24%
Repairs&Maintenance-33 Stannary	8,000	7,231	8,759	11,000	(3,000)	(27%)
Security-33 Stannary Street	-	3,993	3,993	-	0	
Service Charge-33 Stannary Street	15,000	16,995	22,397	22,000	(7,000)	(32%)
Waste Disposal	2,520	4,404	2,294	1,700	820	48%
Water-33 Stannary Street	4,200	3,479	3,772	3,750	450	12%
Property Services Subtotal	231,320	216,185	226,955	192,950	38,369	20%
Legal Advice-33 Stannary St	1,200	3,933	-	-	1,200	
Other Professional Fees-33 Stannary	2,000	11,233	11,233	-	2,000	
Professional Fees Subtotal	3,200	7,300	11,233	-	3,200	
Insurance-33 Stannary Street	-	-	-	-	0	
Specific Dept Costs Subtotal	-	-	-	-	0	
					0	
DEPARTMENTAL TOTAL	234,519	223,485	238,188	192,950	41,569	22%

The forecasted 23% increase in expenditure can be attributed to; increases in property services costs (+34k) for rent and Electricity charges as well as increases in Legal costs (+11k).

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

FINANCE

	Budget 2014 - 15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	24,500	-	-	-	24,500	100%
Basic Pay-Permanent	423,883	351,841	354,757	392,920	30,963	7%
NI ER-Fixed Term Contract	2,940	-	-	-	2,940	100%
NI ER-Permanent	50,866	39,095	40,394	47,150	3,716	7%
Overtime-Fixed Term Contract	-	-	-	-	0	
Overtime-Permanent	2,000	1,287	2,095	2,000	(0)	(0%)
Pension ER-Fixed Term Contract	490	-	-	-	490	100%
Pension ER-Permanent	25,460	14,552	11,783	10,824	14,637	57%
Temporary Staff	4,000	129,092	126,897	30,470	(26,470)	(662%)
Payroll Subtotal	534,140	535,868	535,926	483,364	50,776	10%
Fares	1,200	742	936	1,500	(300)	(25%)
Subsistence & Others	900	541	795	1,000	(100)	(11%)
Travel & Subsistence Subtotal	2,100	1,283	1,731	2,500	(400)	(19%)
Couriers	850	839	826	800	50	6%
Mobile Phone & Blackberry	900	844	724	700	200	22%
Postage	4,000	4,600	3,479	-	4,000	100%
Printing & Stationery	12,000	13,970	19,119	9,000	3,000	25%
Room Hire	1,200	540	540	-	1,200	100%
Office Services Subtotal	18,950	20,793	24,688	10,500	8,450	45%
External Audit Fees	40,000	39,000	39,000	40,000	0	0%
Internal Audit	24,000	24,056	23,604	24,000	0	0%
Legal Advice	38,000	1,000	1,000	1,000	37,000	97%
Other Professional Fees	21,600	17,258	8,217	11,000	10,600	49%
Pension Administration	4,300	4,163	4,162	3,204	1,096	25%
Taxation Advice	3,500	3,669	12,669	3,500	(0)	(0%)
Professional Fees Subtotal	131,400	89,146	88,651	82,704	48,696	37%
Small Project Costs	5,000	4,000	4,000	5,000	(0)	(0%)
Small Projects Subtotal	5,000	4,000	4,000	5,000	(0)	(0%)
Bank Charges	100,000	97,422	100,364	70,000	30,000	30%
General Insurance	51,000	50,738	50,982	49,000	2,000	4%
Subscriptions	750	387	382	1,200	(450)	(60%)
Training	5,000	16,186	5,219	8,000	(3,000)	(60%)
Specific Dept Costs Subtotal	156,750	164,734	156,947	128,200	28,550	18%
DEPARTMENTAL TOTAL	848,340	815,822	811,944	712,268	136,072	16%

Payroll costs increased by £50k compared to 2013-14 budget mainly due to planned fixed term contract additional transactions officer post. Professional fees budget increased £49k including additional legal advice on major procurements

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

FITNESS TO PRACTISE

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	0	31572.34	4861.53		0	
Basic Pay-Permanent	2,923,609	2,283,653	2,317,794	2,423,061	500,549	17%
NI ER-Fixed Term Contract	0	3,050	509	0	0	
NI ER-Permanent	350,833	247,948	253,491	287,738	63,095	18%
Overtime-Fixed Term Contract	0	0	0	0	0	
Overtime-Permanent	24,000	34,454	23,770	9,000	15,000	63%
Pension ER-Fixed Term Contract	0	0	0	0	0	
Pension ER-Permanent	117,009	80,302	84,640	75,847	41,162	35%
Temporary Staff	84,000	203,094	150,185	92,880	(8,880)	(11%)
Payroll Subtotal	3,499,452	2,884,074	2,835,252	2,888,526	610,926	17%
Conferences & Lecturing	4,000	647	2,147	2,000	2,000	50%
Fares & Subsistence	65,135	87,780	70,305	55,914	9,221	14%
Travel & Subsistence Subtotal	69,135	88,427	72,451	57,914	11,221	16%
Internet/3G	1,200	513	513	4,800	(3,600)	(300%)
Computer Costs Subtotal	1,200	513	513	4,800	(3,600)	
Catering	58,807	74,140	62,372	42,340	16,467	28%
Mobile Phone & Blackberry	6,000	3,216	2,558	7,800	(1,800)	(30%)
Postage	0	1,574	1,006	0	0	
Printing & Stationery	198,080	157,275	152,787	163,865	34,215	17%
Room Hire	205,456	220,588	241,177	145,153	60,303	29%
Video Conferencing	0	3,074	3,074	9,000	(9,000)	
Office Services Subtotal	468,343	459,867	462,974	368,159	100,184	21%
Security	4,000	0	0	9,000	(5,000)	(125%)
Property Services Subtotal	4,000	-	-	9,000	(5,000)	(125%)
Annual Reports	13,000	9,417	13,000	13,000	0	0%
Brochures	10,000	0	5,000	5,000	5,000	50%
Communications Subtotal	23,000	9,417	18,000	18,000	5,000	22%
Panels (Fees)	1,736,753	1,794,726	2,258,722	2,709,114	(972,360)	(56%)
Panels (T&S)	918,825	968,263	877,430	574,419	344,407	37%
Registration Appeals T&S)	11,570	14,458	26,002	29,555	(17,985)	(155%)
Registration Appeals (Fees)	24,843	29,963	29,280	56,352	(31,508)	(127%)
Witness Costs	267,098	240,246	231,330	276,195	(9,097)	(3%)
Partners Subtotal	2,959,091	3,047,656	3,422,764	3,645,634	(686,543)	(23%)
Disc Trans Writer	662,149	553,739	483,053	462,634	199,516	30%
Legal Advice	480,000	479,989	451,966	470,000	10,000	2%
Legal Expenses	3,650,500	3,995,780	3,990,573	4,046,260	(395,760)	(11%)
Other Legal Costs	60,000	18,455	41,455	48,000	12,000	20%
Professional Fees Subtotal	4,852,649	5,047,962	4,967,046	5,026,894	(174,244)	(4%)
Small Project Costs	149,173	60,377	64,983	53,200	95,973	64%
Small Projects Subtotal	149,173	60,377	64,983	53,200	95,973	64%
Counselling	3,000	0	4,500	9,000	(6,000)	(200%)
Legal Insurance	70,092	51,008	51,010	80,200	(10,108)	(14%)
Training	129,884	106,554	92,347	106,798	23,086	18%
Specific Dept Costs Subtotal	202,976	157,562	147,857	195,998	6,978	3%
					0	
DEPARTMENTAL TOTAL	12,229,019	11,755,855	11,991,838	12,268,125	(39,106)	(0%)

Payroll costs increasing by £611k due to 7 new posts, maternity cover for 3 posts, pension autoenrolment and full year salaries for posts appointed in 2013-14. Non payroll costs reduced by £650k due to the reduction in outstanding GSCC transfer cases and the arrangements in respect of the legal service tender

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

HR

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	53,460	31,100	35,635	-	53,460	100%
Basic Pay-Permanent	191,724	171,485	180,440	178,216	13,508	7%
NI ER-Fixed Term Contract	8,556	2,737	3,848	-	8,556	100%
NI ER-Permanent	23,004	20,334	20,074	21,386	1,618	7%
Overtime-Fixed Term Contract	-	-	-	-	0	
Overtime-Permanent	-	-	-	1,000	(1,000)	
Payroll Contingency	35,000	22,500	17,000	17,000	18,000	51%
Pension ER-Fixed Term Contract	1,428	-	-	-	1,428	100%
Pension ER-Permanent	13,428	14,499	14,499	12,475	953	7%
Staff Recruitment	172,000	137,984	141,083	112,000	60,000	35%
Temporary Staff	2,000	-	-	2,000	(0)	(0%)
Payroll Subtotal	500,600	400,639	412,578	344,077	156,523	31%
Fares	1,000	593	812	1,500	(500)	(50%)
Subsistence & Others	500	340	418	600	(100)	(20%)
Travel & Subsistence Subtotal	1,500	933	1,230	2,100	(600)	(40%)
Internet/3G	-	-	-	-	0	
Computer Costs Subtotal	-	-	-	-	0	
Couriers	250	238	220	150	100	40%
Mobile Phone & Blackberry	1,000	784	906	610	390	39%
Postage	-	8	8	-	0	
Printing & Stationery	850	1,153	1,114	750	100	12%
Room Hire	-	-	-	-	0	
Office Services Subtotal	2,100	2,183	2,249	1,510	590	28%
Employee Assistance Programme	9,500	10,295	17,254	17,500	(8,000)	(84%)
Legal Expenses	38,000	89,370	48,149	35,000	3,000	8%
Other Professional Fees	33,996	33,953	44,196	25,000	8,996	26%
Reward Data	16,998	19,200	16,000	16,000	998	6%
Professional Fees Subtotal	98,494	152,818	125,599	93,500	4,994	5%
Organisational Training	63,996	52,581	48,452	56,000	7,996	12%
Subscriptions	1,596	1,236	2,071	1,000	596	37%
Training	11,496	16,859	19,318	11,000	496	4%
Specific Dept Costs Subtotal	77,088	70,676	69,841	68,000	9,088	12%
					0	
DEPARTMENTAL TOTAL	679,782	627,250	611,498	509,187	170,595	25%

Payroll costs increased by £159k overall, including maternity cover for 2 posts within the team (£62k), extra recruitment costs for the new posts in other departments' budgets (£62k) and increase in the payroll contingency (£18k)

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

PARTNERS

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	0	0	0	-	0	
Basic Pay-Permanent	109,720	102,292	107,786	106,887	2,833	3%
NI ER-Fixed Term Contract	0	0	0	-	0	
NI ER-Permanent	13,166	10,227	10,628	10,550	2,616	20%
Overtime-Fixed Term Contract	0	0	0	-	0	
Overtime-Permanent	0	0	0	-	0	
Pension ER-Fixed Term Contract	0	0	0	-	0	
Pension ER-Permanent	2,194	0	0	-	2,194	100%
Temporary Staff	3,700	6,854	3,600	3,600	100	3%
Payroll Subtotal	128,781	119,373	122,014	121,037	7,743	6%
Fares	500	16	466	498	2	0%
Subsistence & Others	250	100	250	252	(2)	(1%)
Travel & Subsistence Subtotal	750	116	716	750	(1)	(0%)
Mobile Phone & Blackberry	600	391	439	300	300	50%
Postage	0	0	0	-	0	
Printing & Stationery	5,000	3,209	3,165	4,500	500	10%
Room Hire	2,000	0	2,500	500	1,500	75%
Office Services Subtotal	7,600	3,600	6,104	5,300	2,300	30%
Partners Recruitment & Interviews	153,230	43,676	61,608	65,220	88,010	57%
Partners Training	170,310	122,156	137,819	98,460	71,850	42%
Partners Training - Travel & Subsistence	103,020	81,139	72,573	130,000	(26,980)	(26%)
Partners Subtotal	426,560	246,971	272,000	293,680	132,880	31%
Legal Advice	5,000	2,000	4,900	5,000	(0)	(0%)
Professional Fees Subtotal	5,000	2,000	4,900	5,000	(0)	(0%)
Training	5,000	4,569	4,971	5,000	(0)	(0%)
Specific Dept Costs Subtotal	5,000	4,569	4,971	5,000	(0)	(0%)
					0	
DEPARTMENTAL TOTAL	573,690	376,629	410,705	430,768	142,923	25%

Increase of £132k in partner recruitment and training costs due to re-recruitment large number of panel members & chairs who have reached the end of their possible service, and recruitment of lay visitors and Social Worker CPD Assessors. Forecast to recruit approx 125 Partners in 2014/15 vs 40 in 2013/14. Advertising for Lay Partners is expensive as adverts in national press are required.

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

IT

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	-	-	-	-	0	
Basic Pay-Permanent	484,079	368,836	365,230	400,074	84,005	17%
NI ER-Fixed Term Contract	-	-	-	-	0	
NI ER-Permanent	58,090	43,805	43,928	48,009	10,081	17%
Overtime-Fixed Term Contract	-	-	-	-	0	
Overtime-Permanent	8,928	13,040	11,839	4,800	4,128	46%
Pension ER-Fixed Term Contract	-	-	-	-	0	
Pension ER-Permanent	31,211	31,984	34,175	25,239	5,972	19%
Temporary Staff	4,400	40,690	37,783	8,800	(4,400)	(100%)
Payroll Subtotal	586,708	498,355	492,955	486,922	99,786	17%
Fares	1,260	6,748	616	1,525	(265)	(21%)
Subsistence & Others	4,000	4,242	3,291	2,300	1,700	43%
Travel & Subsistence Subtotal	5,260	10,989	3,907	3,825	1,435	27%
General software support & maintenance	259,815	246,065	205,790	186,008	73,807	28%
Hardware <£1000	25,235	90,732	54,976	10,000	15,235	60%
Hardware maintenance	76,316	59,029	60,612	63,698	12,618	17%
Internet/3G	-	47	57	260	(260)	
IT Consumerables	8,500	13,338	9,515	6,000	2,500	29%
IT Hardware Disposals	1,500	-	-	1,500	0	
Managed Web/Internet Services	338,097	320,053	320,499	341,998	(3,901)	(1%)
NetRegulate software support and maintenance	200,165	191,709	192,953	213,032	(12,867)	(6%)
Offsite tape data archive	1,800	327	654	1,673	127	7%
Software Licences	-	2,182	-	-	0	
Specialist External Support IT	12,000	11,116	4,108	12,000	0	0%
Computer Costs Subtotal	923,428	934,598	849,165	836,170	87,258	9%
Mobile Phone & Blackberry	3,056	2,342	2,559	2,700	356	12%
Postage	-	-	-	-	0	
Printing & Stationery	1,200	2,032	2,096	500	700	58%
Telephone	32,000	30,477	29,328	33,500	(1,500)	(5%)
Office Services Subtotal	36,256	34,852	33,984	36,700	(444)	(1%)
Legal Advice	5,000	4,443	4,580	5,000	0	0%
Professional Fees Subtotal	5,000	4,443	4,580	5,000	0	0%
Small Project Costs	102,250	57,352	47,778	38,000	64,250	63%
Small Projects Subtotal	102,250	57,352	47,778	38,000	64,250	63%
Training	20,000	14,767	14,363	11,750	8,250	41%
Specific Dept Costs Subtotal	20,000	14,767	14,363	11,750	8,250	41%
DEPARTMENTAL TOTAL	1,678,902	1,555,356	1,446,731	1,418,367	260,535	16%

Payroll costs increasing £100k due to 3 planned new posts. Non-payroll increase includes £74k additional licencing costs, and £64k extra for small projects (various upgrades). Licencing has moved to a completely subscription service moving CAPEX spending to OPEX. This has been triggered by the requirement to upgrade windows platforms, Sharepoint and SQL Server (for Education). This is the most cost effective method of purchase and ensures compliance with microsoft licencing contracts allowing HCPC to flex up and down on annual usage.

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

OPERATIONS

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	0	17,395	26,205	-	0	
Basic Pay-Permanent	384,281	340,252	358,102	461,608	(77,327)	(20%)
NI ER-Fixed Term Contract	0	1,958	3,225	-	0	
NI ER-Permanent	46,114	37,120	42,500	55,299	(9,186)	(20%)
Overtime-Fixed Term Contract	0	0	0	-	0	
Pension ER-Fixed Term Contract	0	0	0	-	0	
Pension ER-Permanent	29,952	37,889	42,391	43,524	(13,573)	(45%)
Temporary Staff	0	0	0	-	0	
Payroll Subtotal	460,347	434,615	472,423	560,432	(100,085)	(22%)
Conferences & Lecturing	0	0	0	-	0	
Fares	6,984	7,405	5,820	4,590	2,394	34%
Subsistence & Others	3,360	2,926	2,804	2,500	860	26%
Travel & Subsistence Subtotal	10,344	10,330	8,624	7,090	3,254	31%
Internet/3G	720	605	714	700	20	3%
Computer Costs Subtotal	720	605	714	700	20	3%
Mobile Phone & Blackberry	2,976	2,260	2,483	2,000	976	33%
Postage	0	0	0	-	0	
Printing & Stationery	804	317	782	500	304	38%
Office Services Subtotal	3,780	2,577	3,265	2,500	1,280	34%
Information Security	12,600	37,255	7,135	15,000	(2,400)	(19%)
ISO 9001 Certification	4,566	3,388	2,669	5,400	(834)	(18%)
Legal Advice	18,000	31,593	18,253	-	18,000	100%
Professional Fees Subtotal	35,166	72,237	28,057	20,400	14,766	42%
Small Project Costs	26,500	10,516	16,042	20,000	6,500	25%
Small Projects Subtotal	26,500	10,516	16,042	20,000	6,500	25%
Archive Storage	20,400	20,926	26,580	18,000	2,400	12%
Diaster Contingency Plan	18,996	17,010	17,010	18,500	496	3%
Subscriptions	12,000	7,608	11,609	10,500	1,500	13%
Training	49,800	22,689	18,268	27,500	22,300	45%
Specific Dept Costs Subtotal	101,196	68,232	73,466	74,500	26,696	26%
DEPARTMENTAL TOTAL	638,053	599,112	602,591	685,622	(47,569)	(7%)

Payroll costs reducing £100k relative to 2013-14 budget due to restructuring since 2013-14 budget. Non-payroll costs increasing £52k including training on ISO 27001 and legal fees

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

POLICY

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Permanent	178,822	197,023	202,431	205,788	(26,965)	(15%)
NI ER-Fixed Term Contract	0	0		-	0	
NI ER-Permanent	21,459	22,593	23,152	25,019	(3,561)	(17%)
Overtime-Fixed Term Contract	0	0		-	0	
Overtime-Permanent	0	0	0	-	0	
Pension ER-Fixed Term Contract	0	0	0	-	0	
Pension ER-Permanent	20,694	25,047	26,730	23,428	(2,734)	(13%)
Temporary Staff	0	0		-	0	
Payroll Subtotal	220,975	244,663	0	254,235	(33,260)	(15%)
Conferences & Lecturing	1,000	1,307	252,312	1,000	0	0%
Fares	8,500	4,954	1,456	10,000	(1,500)	(18%)
Subsistence & Others	7,280	4,251	5,301	8,040	(760)	(10%)
Travel & Subsistence Subtotal	16,780	10,512	4,645	19,040	(2,260)	(13%)
Council & Committee Fees	0	0	11,401	-	0	
Council & Committee Travel	0	0	0	-	0	
Council Comm. Costs Subtotal	0	0	0	-	0	
Mobile Phone & Blackberry	968	563	0	872	96	10%
Postage	0	0	594	-	0	
Printing & Stationery	16,250	10,025	0	8,750	7,500	46%
Room Hire	2,000	3,089	9,974	4,500	(2,500)	(125%)
Office Services Subtotal	19,218	13,677	3,089	14,122	5,096	27%
Research	80,000	83,523	13,656	70,000	10,000	13%
Standards of Proficiency	12,000	9,172	76,323	25,000	(13,000)	(108%)
Communications Subtotal	92,000	92,695	7,676	95,000	(3,000)	(3%)
Legal Advice	5,000	1,200	83,999	7,000	(2,000)	(40%)
Professional Fees Subtotal	5,000	1,200	2,400	7,000	(2,000)	(40%)
Subscriptions	840	844	2,400	780	60	7%
Training	10,000	3,492	845	8,000	2,000	20%
Specific Dept Costs Subtotal	10,840	4,336	3,013	8,780	2,060	19%
			3,858		0	
DEPARTMENTAL TOTAL	364,813	367,083	367,627	398,177	(33,364)	(9%)

£33k net saving in staff costs due to not filling Policy Manager post

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

REGISTRATION

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract	236,674	109,241	88,900	-	236,674	100%
Basic Pay-Permanent	1,181,457	1,007,842	1,013,442	1,128,218	53,238	5%
NI ER-Fixed Term Contract	28,401	9,718	7,624	-	28,401	100%
NI ER-Permanent	141,775	107,480	112,787	135,386	6,389	5%
Overtime-Fixed Term Contract	0	6,394	2,470	-	0	
Overtime-Permanent	60,912	70,089	78,146	75,760	(14,848)	(24%)
Pension ER-Fixed Term Contract	4,733	0	0	-	4,733	
Pension ER-Permanent	69,932	57,910	63,651	51,900	18,032	26%
Temporary Staff	0	49,697	21,034	20,000	(20,000)	
Payroll Subtotal	1,723,884	1,418,371	1,388,053	1,411,264	312,620	18%
Conferences & Lecturing	4,000	4,182	4,000	4,000	0	0%
Fares	3,000	3,068	3,000	3,000	0	0%
Subsistence & Others	4,000	4,038	4,029	4,000	0	0%
Travel & Subsistence Subtotal	11,000	11,288	11,029	11,000	0	0%
Internet/3G	804	477	800	800	4	0%
Computer Costs Subtotal	804	477	800	800	4	0%
Mobile Phone & Blackberry	1,608	2,524	2,600	2,600	(992)	(62%)
Postage	216,784	247,140	258,273	243,810	(27,026)	(12%)
Printing & Stationery	258,115	285,884	278,296	275,434	(17,319)	(7%)
Room Hire	0	0	0	-	0	
Office Services Subtotal	476,507	535,548	539,169	521,844	(45,337)	(10%)
CPD Assessments	149,092	125,812	198,759	198,760	(49,668)	(33%)
CPD Travel & Subsistence	58,800	40,857	11,376	11,376	47,424	81%
Grandparenting Assessments	0	3,096	6,120	-	0	
International Assessors Fees	264,960	340,229	287,968	216,000	48,960	18%
Test of Competence & Aptitude Test	28,440	13,980	17,060	17,064	11,376	40%
Partners Subtotal	501,292	523,974	521,283	443,200	58,092	12%
Legal Advice	18,000	22,390	18,000	8,000	10,000	56%
Other Professional Fees	5,000	5,290	5,000	5,000	0	0%
Professional Fees Subtotal	23,000	27,680	23,000	13,000	10,000	43%
Small Project Costs	0	1,586	720	720	(720)	
Small Projects Subtotal	0	1,586	720	720	(720)	
Subscriptions	8,288	12,441	8,287	8,288	0	0%
Training	59,819	50,525	50,525	50,524	9,295	16%
Specific Dept Costs Subtotal	68,107	62,966	58,812	58,812	9,295	14%
					0	
DEPARTMENTAL TOTAL	2,804,594	2,581,890	2,542,866	2,460,640	343,954	12%

£313k increase in payroll costs due to 12 new posts relative to 2013-14 budget (5 of which approved in December 2013). £45k savings on postage, printing and stationery; £58k budgeted extra partners' costs

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

SECRETARIAT

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Basic Pay-Fixed Term Contract		1,976	1,976	-	0	
Basic Pay-Permanent	191,654	159,654	161,618	186,774	4,879	3%
NI ER-Fixed Term Contract	-	184	184	-	0	
NI ER-Permanent	22,998	19,172	19,324	22,413	586	3%
Overtime-Fixed Term Contract	-	-	-	-	0	
Pension ER-Fixed Term Contract	-	-	-	-	0	
Pension ER-Permanent	10,619	11,337	11,935	6,907	3,712	35%
Temporary Staff	20,000	26,640	12,240	-	20,000	100%
Payroll Subtotal	245,271	218,963	207,278	216,094	29,177	12%
Conferences & Lecturing	1,250	1,039	1,244	1,250	0	0%
Fares	3,000	2,557	1,969	3,000	0	0%
Subsistence & Others	1,600	1,134	1,369	1,625	(25)	(2%)
Travel & Subsistence Subtotal	5,850	4,729	4,582	5,875	(25)	(0%)
Mobile Phone & Blackberry	840	584	637	350	490	58%
Postage	-	-	-	-	0	
Printing & Stationery	16,075	28,085	29,058	29,290	(13,215)	(82%)
Office Services Subtotal	16,915	28,669	29,695	29,640	(12,725)	(75%)
Legal Advice	15,000	17,875	21,750	24,000	(9,000)	(60%)
Other Professional Fees	35	35	35	35	0	0%
Professional Fees Subtotal	15,035	17,910	21,785	24,035	(9,000)	(37%)
Small Project Costs	-	-	-	-	0	
Small Projects Subtotal	-	-	-	-	0	
Training	11,000	11,707	10,000	10,000	1,000	9%
Specific Dept Costs Subtotal	11,000	11,707	10,000	10,000	1,000	9%
					0	
DEPARTMENTAL TOTAL	294,071	281,979	273,340	285,644	8,427	3%

Payroll costs increasing £29k includes planned temporary post for FOI and DPA work

**HEALTH AND CARE PROFESSIONS COUNCIL
2014-15 DRAFT BUDGET**

DEPRECIATION

	Budget 2014-15 £	Reforecast Month 9 2013-14 £	Reforecast Month 6 2013-14 £	Budget 2013-14 £	Variance £	Variance %
Property Depreciation	33,000	29,163	29,163	29,163	3,837	12%
Property Services	33,000	29,163	29,163	29,163	3,837	12%
Office Equipment depreciation	42,384	46,591	46,591	46,591	(4,207)	(10%)
Office Services	42,384	46,591	46,591	46,591	(4,207)	(10%)
Computer equipment depreciation	85,964	73,760	73,760	73,760	12,204	14%
Computer software depreciation	474,328	656,539	656,539	656,539	(182,211)	(38%)
Software Licences Depreciation	113,832	78,947	78,947	78,947		0%
Computer Services	674,124	809,246	809,246	809,246	(135,122)	(20%)
DEPARTMENTAL TOTAL	749,507	885,000	885,000	885,000	(135,493)	(18%)