

HEALTH PROFESSIONS COUNCIL
FINANCE AND RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON
TUESDAY 26TH NOVEMBER 2002

COUNCIL RATIFICATION REQUIRED

5 STANDING FINANCIAL INSTRUCTIONS

Council is asked to approve the Standing Financial Instructions.

**HEALTH PROFESSIONS COUNCIL
FINANCE AND RESOURCES COMMITTEE**

MINUTES

**of the 6th Meeting of the Finance and Resources Committee held at Park House, 184
Kennington Park Road, London, SE11 4BU on Tuesday 26th November 2002**

PRESENT

Mr Colin Lea, Chairman (Items 1 – 5)

Dr Sandy Yule, Vice-Chairman

Mr Michael Barham

Mr Robert Clegg

Mr William Munro

Mr Keith M Ross

Mrs Jackie Stark

Mrs Barbara Stuart

Mr Neil Willis (Items 6 – 10)

Mr Daniel Ross (co-opted)

Mr Marc Seale (Chief Executive and Registrar) (Items 1 – 5)

Mr Paul Baker FCA (Secretary)

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies had been received from Professor Norma Brook and Professor John Harper.

2 APPROVAL OF AGENDA

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

3 APPROVAL OF MINUTES OF THE MEETING HELD ON 29 OCTOBER 2002

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

4 MATTERS ARISING

- 4.1 There were no matters arising that were not otherwise covered in the agenda.

5 STANDING FINANCIAL INSTRUCTIONS

- 5.1 The Secretary presented the Draft Standing Financial Instructions and indicated that an addendum would eventually be devised whereby the relevant numbers and limits would be indicated. The document was currently with BDO Stoy Hayward for comment.
- 5.2 The Chairman indicated that the Audit Committee would report to the Finance & Resources Committee. Its Standing Orders would subsequently be submitted for approval.
- 5.3 It was noted that under Remuneration and Terms of Service (Ref. 7.1.2(d)) the Finance & Resources Committee would monitor and evaluate the performance of individual executive directors (and other senior employees). It was decided that the question of how this would be done would form a separate discussion.
- 5.4 A detailed review of each page of the document took place and various amendments of a minor nature were made.
- 5.5 Subject to these amendments, it was AGREED that these instructions should be adopted subject to ratification by Council and the subsequent addition of an Addendum setting out financial limits.
- 5.6 The amended Standing Financial Instructions form an appendix to these minutes.

SUBSEQUENT TO COUNCIL RATIFICATION

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

NOTE: The remainder of the meeting was chaired by the Vice-Chairman, Dr Sandy Yule.

6 FINANCE TRAINING FOR COMMITTEE/COUNCIL MEETING

- 6.1 It was noted that training would now take place on Thursday 30th January at the London premises of BDO Stoy Hayward from 10 a.m. The remainder of Council and the Executive Management Team would also be invited to attend.

ACTION: PKHB

7 MANAGEMENT ACCOUNTS FOR 7 MONTHS ENDED 31ST OCTOBER 2002

- 7.1 The Management Accounts, which showed an operating surplus of £2,749 against a budgeted deficit of £280,158, were NOTED.
- 7.3 It was further NOTED that the Provision for Unrealised Losses of £350,603 reduced the result to a deficit of £347,854.

8 TAX STATUS

8.1 It was NOTED that the Inland Revenue had confirmed the granting of tax relief on the fees paid by registrants.

9 ANY OTHER BUSINESS

9.1 There was no Any Other Business

10 DATE AND TIME OF NEXT MEETING AND SUBSEQUENT MEETINGS

13.1 The next meeting was confirmed as Thursday 13th February 2003 at 11 a.m. at Park House.

13.2 The list of dates for subsequent meetings for 2003 was NOTED.

Signed (Chairman)

Date