

unconfirmed

The Health Professions Council

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Minutes of the 50th meeting of the Finance and Resources
Committee held on **Thursday 23 April 2009** at Park House, 184
Kennington Park Road, London SE11 4BU.

Present: Mr R Clegg (Chairman)
Mrs P Blackburn
Mrs M Clark-Glass
Professor J Harper
Mr W Munro
Mr D Ross
Mrs J Sheridan
Mrs B Stuart
Mr N Willis

In attendance:

Mr C Bendall, Secretary to the Committee
Ms D Dawkins, Acting Partner Manager
Mr G Gaskins, Director of Information Technology
Ms T Haskins, Director of Human Resources
Mr R Houghton, Head of Registration
Mr R Kennett, Accountant member, Audit Committee (observer)
Mr S Leicester, Director of Finance
Ms C Milner, Financial Controller
Mr S Rayner, Secretary to Committees
Ms C Reed, Projects Manager
Mr M J Seale, Chief Executive and Registrar
Dr A van der Gaag, President

Item 1.09/65 Apologies for absence

- 1.1 Apologies for absence were received from Mrs S Drayton and Mr K Ross.
- 1.2 The Chairman reported that Mr Peter Douglas had been appointed to the General Optical Council from 1 April 2009. In order to take up this appointment, he had been required to resign from the Health Professions Council and had done so

with effect from 31 March 2009. A paper reporting the change of committee membership was received at item 15.

Item 2.09/66 Approval of agenda

2.1 The Committee approved the agenda.

Item 3.09/67 Declarations of members' interests

3.1 Members had no interests to declare in connection with the items on the agenda.

Item 4.09/68 Minutes of the Finance and Resources Committee meeting held on 16 March 2009 (report ref: FRC 47/09)

4.1 It was agreed that the minutes of the 49th meeting of the Finance and Resources Committee should be confirmed as a true record and signed by the Chairman.

Item 5.09/69 Matters arising (report ref: FRC 48/09)

5.1 The Committee received a paper to note from the Executive.

5.2 The Committee noted the actions list as agreed at the last meeting.

Item 6.09/70 Finance report (report ref: FRC 49/09)

6.1 The Committee received a report on the work of the Finance Department.

6.2 The Committee noted that the Department was involved in the following projects:

- finalising the financial statements for 2008-9;
- preparing for the external audit of the financial statements;
- completing enhancements to the Purchase Requisition System; and
- developing a generic contract for suppliers.

6.3 The Committee noted that second round interviews for the Director of Finance post were due to be held on 24 April 2009.

Item 7.09/71 Human Resources report (report ref: FRC 50/09)

- 7.1 The Chairman welcomed Ms Haskins to her first meeting of the Committee.
- 7.2 The Committee received a report on the work of the Human Resources Department.
- 7.3 The Committee noted that Ms R Tripp, Director of Policy and Standards, had resigned to take up a part-time position at another organisation, due to personal circumstances. The vacancy was being covered by another member of the Department. The Committee wished Ms Tripp well for the future.
- 7.4 The Committee noted details of recent appointments.

Item 8.09/72 Partner Manager report (report ref: FRC 51/09)

- 8.1 The Committee received a report on the work of the Partner Manager.
- 8.2 The Committee noted that the Partner Manager was involved in recruitment for the remaining practitioner psychologist partner roles.
- 8.3 The Committee noted that the Executive was taking action to address a recent reduction in the number of prosthetist and orthotist panel members. (Secretary's note: The reduction related to the number of trained panel members and training has been arranged).

Item 9.09/73 Information Technology report (report ref: FRC 52/09)

- 9.1 The Committee received a report on the work of the Information Technology Department.
- 9.2 The Committee noted that the Department had completed the upgrade of the e-mail system. The Committee noted that the installation of new PCs for employees was due to be completed in May.
- 9.3 The Committee noted that a draft policy on employee home working would be reviewed by the Director of Human Resources and brought to the Committee in due course.
- 9.4 The Committee noted that the online renewals system was due to be implemented in September 2009. The Department had been involved in negotiations with the

proposed provider of the fibre optic cable for the system. It was possible that a new fibre optic cable would have to be installed in order to implement the system.

Item 10.09/74 Operations report (report ref: FRC 53/09)

- 10.1 The Committee received a report on Operations, covering the Registration Department, project management, facilities management and business improvement.
- 10.2 The Committee noted that the Registration Department had a full complement of employees, to enable it to process the forthcoming renewals cycle.
- 10.3 The Committee noted that, as of 22 April 2009, the Registration Department had answered more than 99% of telephone calls and had processed applications on the day of receipt. The Committee noted that telephone calls were routed to appropriately trained employees in the Department.
- 10.4 The Committee noted that international applications were decreasing over the long-term, despite a recent short-term increase in the number of applications.
- 10.5 The Committee noted that contractors were on site and had commenced preparatory work for phase 2 of the work to 22-26 Stannary Street (an additional storey).
- 10.6 The Committee noted that an audit of debit and credit card processing had been completed, to track the progress of payment requests from receipt at HPC to processing in the Finance Department.

Item 11.09/75 Tendering policy and process (report ref: FRC 54/09)

- 11.1 The Committee received a paper for discussion/approval from the Executive.
- 11.2 The Committee noted that it had previously approved the tendering policy and process in September 2007. Since that time, the tendering policy had become a separate document and the tendering process had been expanded and revised to make it easier for users to follow. The updated version of both documents was attached to the paper.

- 11.3 The Committee agreed that the policy should be amended to state that the tender process (modified as appropriate) should be followed in cases where goods and services were worth less than £30,000 per year.
- 11.4 Subject to the amendment at paragraph 11.3, the Committee approved the changes to the tendering policy and procedures.

Action: SL (by 23 June 2009)

Item 12.09/76 Bank mandate (report ref: FRC 55/09)

- 12.1 The Committee received a tabled paper for discussion/approval from the Executive.
- 12.2 The Committee noted that, following the recent resignation of Mr Douglas from the Council, it was proposed to add Mr Clegg to list B of the bank mandate.
- 12.3 The Committee approved the revised bank mandate list.

Action: CM (by 23 June 2009)

Item 13.09/77 Premises valuation (report ref: FRC 56/09)

- 13.1 The Committee received a paper to note from the Executive.
- 13.2 The Committee noted that Stiles Harold Williams had been commissioned to provide a valuation for HPC's office (comprising 184 Kennington Park Road, 20 Stannary Street and 22-26 Stannary Street).
- 13.3 The Committee noted that the total valuation of land and buildings was £2.52m, compared with £3.09m in April 2008. One reason for the reduction was that Stiles Harold Williams felt that the better specification for 22-26 Stannary Street might make it easier to let or sell, rather than significantly increase the value of the building. The reduction in value was also due to the current weakness of the property market, although Mr Watkins expected the market to begin to recover in 2010.
- 13.4 The Committee noted that the valuation had been conducted for accounting purposes. The office met HPC's requirement and HPC intended to continue to

use the office for the foreseeable future. The Committee noted any reduction in value would only be realised in the event of a sale.

- 13.5 The Committee noted that there was no remaining revaluation reserve for 22-26 Stannary Street. The reduction in value had therefore partly been accounted for in the revaluation reserve (for 184 Kennington Park Road and 20 Stannary Street) and partly in the income and expenditure account.

Item 14.09/78 February and March 2009 management accounts (report ref: FRC 57/09)

- 14.1 The Committee received a paper to note from the Executive. The March 2009 management accounts were tabled.
- 14.2 The Committee noted that, as of 31 March 2009, the management accounts (which were not final year end accounts and subject to change) showed a deficit of approximately £392,000. This had been caused by impairment of the land and buildings and by unrealised losses on investments.
- 14.3 The Committee noted that significant variances had been caused by writing back a provision for tax for 2002-3 and by a provision for possible additional costs for software licences.
- 14.4 The Committee noted that the final account for phase 1 of work to 22-26 Stannary Street had been settled.
- 14.5 The Committee agreed that the Executive should prepare a paper on 22-26 Stannary Street for the next meeting, setting out the following issues:
- (1) details of the account to date for phase 1;
 - (2) project lessons learned from phase 1;
 - (3) a breakdown of the valuation of 22-26 Stannary Street at 31 March 2008; expenditure on the property in the year; the valuation at 31 March 2009; the resulting write down of the value; and the accounting treatment (details of the amounts allocated to the revaluation reserve and to impairment).

Action: SH and CM (by 23 June 2009)

Item 15.09/79 Committee membership (report ref: FRC 58/09)

- 15.1 The Committee received a paper to note from the Executive, setting out the change of committee membership which had been reported at item 1.

Item 16.09/80 Any other business

- 16.1 There was no other business.

Item 17.09/81 Date and time of next meeting

- 17.1 The next meeting of the Committee would be held at 10.30 am on Tuesday 23 June 2009.
- 17.2 Subsequent meetings would be held at 10.30 am on
- Thursday 30 July 2009
 - Tuesday 15 September 2009
 - Tuesday 17 November 2009
 - Wednesday 10 February 2010
 - Thursday 4 March 2010 (Remuneration Committee)
 - Wednesday 17 March 2010
 - Thursday 29 April 2010
 - Thursday 17 June 2010
 - Thursday 29 July 2010

Resolution

The Committee agreed to adopt the following resolution:

'The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or

- (8) any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.'

Summary of those matters considered whilst the public were excluded

Item 18.09/82 Apologies for absence

There were no apologies for absence.

Item 19.09/83 Approval of agenda

The Committee approved the agenda.

Item 20.09/84 Declaration of members' interests

Members had no interests to declare in connection with the items on the agenda.

Item 21.09/85 Minutes of the private part of the Finance and Resources Committee of 16 March 2009 (report ref: FRC 59/09)

The Committee considered and approved the minutes of the private part of the Finance and Resources Committee meeting held on 16 March 2009.

Item 22.09/86 Matters arising (report ref: FRC 60/09)

The Committee noted the matters arising from the minutes of the private part of the Finance and Resources Committee meeting held on 16 March 2009.

Chairman

Date