

**HEALTH PROFESSIONS COUNCIL**  
**FINANCE AND RESOURCES COMMITTEE**

**MINUTES**

**of the 5th Meeting of the Finance and Resources Committee held at Park House, 184  
Kennington Park Road, London, SE11 4BU on Tuesday 29<sup>th</sup> October 2002**

**PRESENT**

Mr Colin Lea, Chairman  
Professor Norma Brook  
Mr Keith M Ross  
Mrs Jackie Stark  
Mrs Barbara A Stuart  
Mr Neil Willis  
Dr Sandy Yule  
Mr Daniel Ross (co-opted)

Mr Marc Seale (Chief Executive and Registrar)  
Mr Paul Baker FCA (Secretary)

**In attendance:**

Mr Richard Ballard (Management Accountant)  
Ms Giercia Malcolm (Director – Operations) (part)  
Mr Chris Middleton (Director – Communications)

**1 APOLOGIES FOR ABSENCE**

1.1 Apologies had been received from Mr Michael W Barham, Mr Robert Clegg, Professor John Harper and Mr William A Munro.

**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 24 SEPTEMBER 2002**

3.1 It was AGREED that the minutes of the fourth 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 A paper indicating progress on various matters was NOTED as follows.

4.2 **Standing Financial Instructions**

A draft was currently being reviewed by the Auditors.

**ACTION: PKHB/BDO Stoy Hayward**

4.3 **Payroll Policy**

It was noted that the HR Director would now provide details of Proposals for a Pay Uplift Policy and a Pay Progression Policy for the next meeting in November. (This would be discussed at a private Meeting of the Committee.)

**ACTION: HR DIRECTOR**

4.4 **Finance Training for Committee/Council Members**

The training scheduled for November will now take place in January and Committee Members were asked to let the Secretary know their availability.

**ACTION: COMMITTEE MEMBERS**

**5 REGIONAL QUALITY ASSURANCE ROADSHOWS**

5.1 It was AGREED that a sum of 1/3 of £4,000 be authorised to be contributed towards the costs of putting on 3 Roadshows by the Department of Health. This was not to set a precedent for future events. The other 2/3 would be funded by the DoH and the NMC.

**ACTION: DIRECTOR - EDUCATION & POLICY**

**6 ASSESSORS' FEES**

6.1 The Director-Operations presented a paper which indicated that to raise Assessors' Fees to £60 across all professions could result in an overspend on budget of about £60,000 for the year, if implemented on 1<sup>st</sup> November 2002.

6.2 After discussion, it was AGREED that all Assessors' Fees for international registrations be raised to £60 with effect from 1<sup>st</sup> November 2002.

**ACTION: MANAGER – INTERNATIONAL REGISTRATION**

**7 MANAGEMENT ACCOUNTS FOR JULY/AUGUST 2002**

7.1 The Management Accounts for September, which showed a cumulative surplus after six months of £52,546 against a budgeted deficit of £235,783 (favourable variance £288,329), were NOTED. However, after deducting unrealised losses on investments of £445,332, there was a deficit of £392,786, an adverse variance on budget of £157,003.

7.2 It was NOTED that the investment valuation had improved since September 30<sup>th</sup> by £64,547 (4.41%).

7.3 It was AGREED that a benchmarking service provided by the WM Company to help monitor our portfolio be purchased forthwith.

7.4 It was AGREED that an analysis of the DoH funded expenditure be provided for the next meeting.

**ACTION: PKHB**

## **8 PAYMENT OF EXPENSES**

- 8.1 The Secretary tabled a paper showing the payment of expenses and invoices had gradually improved through the year. Currently Council and Staff expenses were authorised on average 6.4 days after request and paid 8.7 days thereafter (including 3 days for transmission through the BACS system (or in some cases) by cheque). This totalled 15.1 days, the average over the past six months having been 26.7 days. Assessors were currently paid on average 16.9 days after request and invoices after 16.1 days.
- 8.2 The Committee NOTED the improvement and requested that the current performance at least be maintained.
- 8.3 The suggestion that a claim form be issued with the agenda of each subsequent meeting to enable committee members to make early claims was accepted.

## **9 BDO STOY HAYWARD SYSTEM REVIEW**

- 9.1 The Committee NOTED the report from the Secretary concerning the comments received from BDO Stoy Hayward following their review of the implementation of their procedural recommendations received earlier in the year. All recommendations had been implemented.

## **10 OFFICE ACCOMODATION**

- 10.1 A preliminary Indicative Overview Programme prepared by the building contractor, Parkeray Ltd., was tabled. Enabling works had started and the whole programme was shown as being completed by mid-July 2003. It was noted that the final contract had not yet been prepared, as final decisions concerning the Council Chamber had not yet been taken by the structural engineer.
- 10.2 A draft contract (without figures) had been received and had been passed to the solicitors for comment. It was AGREED that the final contract be laid before Council at its next meeting for authorisation.

**ACTION: PKHB**

## **12 ANY OTHER BUSINESS**

- 12.1 There was no Any Other Business

## **13 DATE AND TIME OF NEXT MEETING AND SUBSEQUENT MEETINGS**

- 13.1 The next meeting was confirmed as Tuesday 26<sup>th</sup> November 2002 at 11 a.m. at Park House.
- 13.2 A list of dates was provided for next year. It was AGREED that this list be amended to spread the meetings over Tuesdays, Wednesdays and Thursdays rather than predominately Tuesdays. It was also to include the 3 months ending 31<sup>st</sup> March 2004. The list, so amended, is now as follows (see over) and is subject to agreement by Council within the overall schedule of meetings:

13.3 **FINANCE & RESOURCES  
COMMITTEE**

**COUNCIL**

Tuesday 29<sup>th</sup> October 2002

Wednesday 13<sup>th</sup> November

Tuesday 26<sup>th</sup> November

Wednesday 11<sup>th</sup> December

Thursday 13<sup>th</sup> February 2003  
(to include Budget review)

Friday 7<sup>th</sup> March 2003

Wednesday 19<sup>th</sup> March

Wednesday 2<sup>nd</sup> April

Tuesday 20<sup>th</sup> May

Wednesday 4<sup>th</sup> June  
(Approval of Audited  
Financial Statements)

Tuesday 22<sup>nd</sup> July

Wednesday 17<sup>th</sup> September

Tuesday 23<sup>rd</sup> September

Wednesday/Thursday 8/9<sup>th</sup>  
October

Thursday 20<sup>th</sup> November

Thursday 11<sup>th</sup> December

Thursday 12<sup>th</sup> February  
(to include Budget review)

Tuesday 2<sup>nd</sup> March 2004

**The Committee resolved that the remainder 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.**

Signed ..... (Chairman)

Date .....