

**THE HEALTH PROFESSIONS COUNCIL**  
**Chief Executive and Registrar: Marc Seale**

Park House  
184 Kennington Park Road  
London SE11 4BU  
Telephone: 020 7840 9704  
Fax: 020 7820 9684  
e-mail: [paul.baker@hpc-uk.org](mailto:paul.baker@hpc-uk.org)

**FINANCE AND RESOURCES COMMITTEE**

**MINUTES** of the 15<sup>th</sup> Meeting of the Finance and Resources Committee held at 11 a.m. on **Thursday 29<sup>th</sup> April** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:**

Mr C Lea, Chairman  
Mr M Barham  
Professor N Brook  
Mr R Clegg  
Mr K Ross  
Mrs B Stuart  
Mr N Willis  
Dr S Yule  
Mr D Ross (co-opted)

**IN ATTENDANCE:**

Mr M Seale (Chief Executive and Registrar)  
Mr P Baker (Finance Director and Committee Secretary)  
Mr R Dunn (Director – Information)  
Ms D Thompson (Human Resources Director)  
Mr R Ballard (Management Accountant)

**FIN042/04      APOLOGIES FOR ABSENCE**

42.1            Apologies had been received from Professor J Harper, Mr W Munro and Mrs J Stark.

**FIN043/04      APPROVAL OF AGENDA**

43.1            The Draft Agenda was adopted as the Agenda for the Meeting.

**FIN044/04      APPROVAL OF MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> MARCH 2004**

44.1            It was AGREED that the minutes of the 14<sup>th</sup> meeting of the Health Professions Council Finance and Resources Committee be confirmed as a true record and signed by the Chairman.

**FIN045/04 MATTERS ARISING**

**45.1 IT REPORT: Disaster Recovery**

Business interruption insurance cover is in place up to £500,000.

**45.2 Management Accounts to 31<sup>st</sup> March 2004**

The Secretary explained the minute concerning the additional grant received from the Department of Health. Whilst it was negotiated, it was not originally thought that any money would be forthcoming and for that reason it had not been budgeted.

**FIN046/04 MANAGEMENT ACCOUNTS TO 28<sup>TH</sup> FEBRUARY 2004**

46.1 The Committee noted the management accounts which showed an operating deficit for the 11 months to 28<sup>th</sup> February of £995,435 against a budget of £993,867, an adverse variance of £1,568. This variance became a favourable variance of £733,145 after accounting for unbudgeted unrealised gains on investments of £282,713 and the revaluation surplus on the building of £452,000.

46.2 The month of February had shown an operating surplus of £168,751, against a monthly budget of £144,512, a favourable variance of £24,239.

**FIN047/04 IT REPORT**

47.1 Mr Roy Dunn, Director of Information, presented his monthly report.

47.2 He indicated the existing projects on which the IT Department was currently working, viz. LISA Return to Practise System, system parameters for Operating Department Practitioners (ODPs), migration to Lotus Notes and Domino, enhancement of the HPC network security model and LISA batch process cover during the maternity leave of the UK Registration Manager.

47.3 The Chief Executive took the opportunity to announce to the meeting that the legislation to bring the ODPs onto the register had been laid in Parliament on 29<sup>th</sup> April.

47.4 Other matters such as the use of laptops by IT staff, process documentation, online applications and pass list process testing, decommissioning the old Contacts system, the temporary de-scoping (taking off the current project list) of the renewals on demand project, sourcing of HR and Customer Complaint handling software (also to be used for tracking freedom of information requests) and a new user account creating process, were also mentioned.

47.5 Sandy Yule asked whether Council Members could have assistance with the provision of home computers to use for HPC business. Mr Seale indicated that this would be considered for the next meeting.

47.6 Meetings with the General Social Care Council (GSCC) had taken place to discuss Registration system requirements.

47.7 The Committee NOTED the paper.

**FIN048/04 HUMAN RESOURCES REPORT**

48.1 The Committee NOTED the report from Denise Thompson which covered her department's work regarding partner recruitment (largely post-interview processes), employee resourcing (including the Director – Education and Policy where candidates would be undergoing a day's testing by a consultant), HR computer software, admission of ODPs to the register and the recruitment of partners from that profession, and the Investors in People standard.

48.2 Recently 77 partners had been recruited but their training would not take place for a few months, after which they would become available for use. The introduction of the ODPs would result in additional Council members.

**FIN049/04 INVESTMENT REPORT AT 31<sup>ST</sup> MARCH 2004**

49.1 The Committee NOTED the written report and valuation which had been submitted by Mr James Minett of Carr Sheppards Crosthwaite.

49.2 The Secretary pointed out the value of the fund had dropped by £27,000 for the month of March but that overall the value of the portfolio had increased by £254,941 over the year and this figure would be added to reserves.

49.3 Of the overall value at the end of the March of £1,280,908, £277,331 (21.65%) was in fixed interest stocks, £843,267 (65.83%) was in UK equities, £82,509 (6.44%) was in overseas bonds (USA and Europe) and there was £77,801 (6.07%) in cash.

49.4 The Committee AGREED to invite Mr James Minett to make a presentation at the July meeting following the production of the June quarter's report.

**FIN050/04 ANY OTHER BUSINESS**

50.1 Barbara Stuart asked whether the hotel allowance in London could be increased as it had been at £120 for three years. Paul Baker indicated that he would be bringing details of corporate rate deals to the July meeting of the Committee.

**FIN051/04 DATE AND TIME OF NEXT MEETING**

51.1 The next meeting was confirmed as Thursday 24<sup>th</sup> June 2004 at 11 a.m. in Park House.

**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.**

Signed ..... (Chairman)

Date .....