

HEALTH PROFESSIONS COUNCIL
FINANCE AND RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON
20th MAY 2003

COUNCIL RATIFICATION REQUIRED

FIN02/005 AUDIT COMMITTEE

- 5.1** Council is asked to approve a tendering limit of £50,000 and a 3 estimates rule for expenditure above £10,000, for the year.

UNCONFIRMED

**HEALTH PROFESSIONS COUNCIL
FINANCE AND RESOURCES COMMITTEE**

MINUTES

**of the 9th Meeting of the Finance and Resources Committee held at Whitefield House,
186 Kennington Park Road, London, SE11 4BT on Tuesday 20th May 2003**

PRESENT

Mr Colin Lea, Chairman
Mr Michael Barham
Mr Robert Clegg
Mr Keith M Ross
Mrs Jackie Stark
Mrs Barbara Stuart
Mr Neil Willis

Mr Daniel Ross (co-opted)

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

In attendance

Mr David Robinson (BDO Stoy Hayward)
Mr Steven Corbishley (Director of Financial Audit: Health, National Audit Office)

(Note: the numbering system employed in these minutes reflects a standard under consideration for adoption throughout HPC.)

FIN02/001 APOLOGIES FOR ABSENCE

- 1.1 Apologies had been received from Dr Sandy Yule, Professor Norma Brook, Professor John Harper and Mr William Munro.
- 1.2 The Chairman welcomed David Robinson (BDO Stoy Hayward) and Mr Steven Corbishley (National Audit Office) to the meeting.

FIN02/002 APPROVAL OF AGENDA

- 2.1 The Draft Agenda was adopted as the Agenda for the Meeting. The date of the next meeting is to be Tuesday 22nd July and not as stated in the Agenda.

FIN02/003 APPROVAL OF MINUTES OF THE MEETING HELD ON 13TH FEBRUARY 2003

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

FIN02/004 MATTERS ARISING

4.1 The Secretary reported that the Risk Assessment paper had been put before Council and had been approved to be put forward to the Privy Council. He also reported that the updated Council, Partners and Staff Expenses procedures had been laid before Council and approved.

4.2 Neil Willis enquired as to the status of the Disaster Recovery Plan. It was reported that work was approximately 80% complete and would be brought to the September Council Meeting.

4.2 There were no further matters arising that were not otherwise covered in the agenda.

FIN02/005 AUDIT COMMITTEE

5.2 Details of the meeting held prior to the Finance and Resources Committee were reported.

5.3 The main purpose of the meeting had been to receive the management letter from David Robinson of BDO Stoy Hayward.

5.4 No major items were worthy of note and there will be a "clean" audit opinion on our accounts.

5.5 The Finance and Resources Committee were asked to approve a tendering limit of £50,000 and a 3 estimates rule for expenditure above £10,000, for the year, subject to a review of actual spend with suppliers during 2002/3. Tendering had not been in place in the past year and should be implemented as soon as possible. The Committee AGREED the recommendation.

SUBJECT TO COUNCIL RATIFICATION

5.6 The following items were raised in the management letter and were NOTED by the Committee.

- (i) Depreciation of land
- (ii) A banking error of £4 not investigated
- (iii) Contracts of employment for staff should also cover the Professions Supplementary to medicine Charitable Trust (PSMCT) to avoid HPC having to charge PSMCT VAT on reallocated staff costs.
- (iv) Management Reporting should include cash flow in future.
- (v) A report should be received from the investment managers' auditors indicating that there were sufficient controls in place over HPC's investments which were held by a nominee company (now received).

FIN02/006 BANK OVERDRAFT FACILITY

- 6.1 The Secretary reported that NatWest Bank plc had granted a facility of £1,000,000 to fund short-term working capital requirements. A charge was to be taken on the property on the basis of the valuation of £1.3 million. There would be an arrangement fee of £10,000 and interest would be payable at 1.75% above the bank's base rate. On the base rate as at 19 May 2003 this would give an interest rate of 5.5%. It was envisaged that this would not be required beyond 31st December 2003 but it was suggested that the period should be extended to 12 months as long as the arrangement fee was not increased.

- 6.2 It was AGREED that this should be progressed and Professor Norma Brook (President) and Marc Seale (Chief Executive and Registrar) should be authorised to sign applicable documents as required. Council has already approved the facility in principle.

FIN02/007 ANY OTHER BUSINESS

- 7.1 There was no Any Other Business

FIN02/008 DATE AND TIME OF NEXT MEETING

- 8.1 The next meeting was confirmed as Tuesday 22nd July 2003 at 11 a.m. at a venue to be decided.

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