

**The Health Professions
Council
FINANCE & RESOURCES
COMMITTEE MEETING
Friday 29th July 2005**

11.00 am

The twenty-fourth meeting of the Health Professions Council will be held at the following location:

The Council Chambers
The Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

The Finance & Resources Committee meeting will be held in two parts. Part One will be open to members of the public. Part Two will be held in private.

Colin Bendall,
Secretary to Committees
Wednesday 20 July 2005

Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

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Agenda – Part One – Open to Members of the Public

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|----|---|-------------------------------|
| 1. | Election of Chairman and Vice-Chairman of the Finance & Resources Committee
From Marc Seale – Chief Executive | Enclosure 1
Paper HPC50/05 |
| 2. | Apologies for Absence | Verbal |
| 3. | Approval of Agenda | Verbal |
| 4. | Minutes of the Finance & Resources Committee meeting held on Thursday 23 June 2005
From Richard Ballard – Management Accountant | Enclosure 2
Paper HPC51/05 |
| 5. | Matters Arising | Verbal |

Items for Discussion/Approval

- | | | |
|-----|---|--------------------------------|
| 6. | Request to Approve Colin Bendall as Secretary to the Finance & Resources Committee
From Marc Seale – Chief Executive | Enclosure 3
Paper HPC52/05 |
| 7. | Amendments to the Finance & Resources Committee Standing Orders
From Marc Seale – Chief Executive | Enclosure 4
Paper HPC53/05 |
| 8. | Finance & Resources Committee Bank Mandate Change of Signatories (Additional People)
From Simon Leicester – Interim Finance Manager | Enclosure 5
Paper HPC54/05 |
| 9. | Qualified Accountant Committee Member
From Marc Seale – Chief Executive | Enclosure 6
Paper HPC55/05 |
| 10. | Process to Recruit Internal Auditors
From Marc Seale – Chief Executive | Enclosure 7
Paper HPC56/05 |
| 11. | June Management Accounts (including Variance Commentary)
From Simon Leicester – Interim Finance Manager | Enclosure 8
Paper HPC57/05 |
| 12. | Finance Report
From Manj Cheema – Financial Accountant | Enclosure 9
Paper HPC58/05 |
| 13. | Corporate Services Report
From Roy Dunn – Director of Information | Enclosure 10
Paper HPC59/05 |
| 14. | Human Resources Department Report
From Larissa Foster – HR Manager | Enclosure 11
Paper HPC60/05 |

Items to Note

- 15. **HPC Organisation Chart**
From Marc Seale – Chief Executive
Enclosure 12
Paper HPC61/05
- 16. **Audit Engagement Letter**
From Jeffrey Davidson – Partner Forensic Services – Baker Tilly
Enclosure 13
Paper HPC62/05

Items for Information

None

- 18. **Any Other Business**
Previously Notified to and Agreed by the Chairman
- 19. **Date & Time of Next Meeting**

11.00 am on Tuesday 20 September 2005

Subsequent Meetings at 11:00am:

Monday 21st November 2005 – preceded by the Audit Committee

Wednesday 8th February 2006

Wednesday 22nd March 2006 – preceded by the Remuneration and Audit Committees

Thursday 27th April 2006

Thursday 22nd June 2006 – preceded by the Audit Committee