

Health Professions Council
Finance and Resources Committee meeting for 21 November 2005

EMPLOYEE HANDBOOK UPDATE – PUBLIC PAPER

Executive Summary and Recommendations

1. Introduction

In the management response to the Baker Tilly Management Report presented to the Council at 20 September, under action point 13.2 on page 77 of the report, the management response stated that (updated) documents would be approved by the Chief Executive and then by the Finance and Resources Committee.

2. Decision

The Council/Committee is asked to agree the following: that the Employee Handbook section 31 additions and amendments be approved.

3. Background information

The Finance Manager made the changes to the Employee Handbook (proposed Section 31 attached) instead of merging and updating the HPC Financial Procedures and Financial Standing Orders for several reasons. These are as follows:

- the information needed to be accessible to all HPC staff following the recent changes to tighten financial controls at HPC
- the Financial Procedures and Standing Orders documents contain a lot of material about SAGE system operating procedures and delegated authorities respectively, that are not relevant to most HPC staff's needs.
- Further work needs to be done to update the Financial Procedures manual (for reference primarily by the Finance dept) to align and integrate it with the new processes (Procurement, Tendering and Purchase Ledger processing) now on the HPC intranet (Springfield), new policies e.g. Investments and Reserves (presented on 21st Nov to Finance & Resources Committee as a separate paper) and new Finance forms (expense claims, purchase ledger detail form, business case template also now on Springfield).

4. Resource implications

None

5. Financial implications

None

6. Background papers

None

7. Appendices

Copies of the original Section 31 and the proposed Section 31 attached.

8. Date of paper

21st November 2005