

**Health Professions Council
Finance and Resources Committee 21 June 2007**

ACTIONS LIST

Executive Summary and Recommendations

Introduction

Attached is an actions list as agreed at the last public meeting of this committee.

Decision

The Committee is requested to note the document. No decision is required.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

None

Financial implications

None

Background papers

None

Appendices

None

Date of paper

28 June 2007.

ACTION POINTS

FINANCE AND RESOURCES COMMITTEE PUBLIC MEETING

21 JUNE 2007

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Five Year Plan to be updated. (4.3)	SL	20 November 2007	
2	Subject to the amendments agreed, draft annual report and accounts to be approved and finalised. (10.4)	PR	6 July 2007	Actioned. Draft annual report approved by Audit Committee on 26 June 2007 and by Council on 6 July 2007.
3	Authorisation levels for invoices and purchase orders to be increased as follows: - those employees who could previously authorise sums up to £500 should be able to authorise claims up to £1,000; - those employees who could previously authorise sums up to £5,000 should be able to authorise claims up to £8,000. (11.4)	SL	26 July 2007	
4	Authorisation levels for invoices and purchase orders: Number of signatories in the Finance Department should be increased from one to two (i.e. the Management Accountant should have a signatory limit of £1,000). (11.5)	SL	26 July 2007	

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-07-03	a	F&R	PPR	Executive summary action points list public meeting Finance and Resources Committee 26 July 2007	Final DD: None	Public RD: None

5	Draft Financial Regulations: Executive to review regulations and bring a paper to a future meeting. (12.4)	SL	26 July 2007	The draft regulations are being reviewed by the HPC's solicitor. The regulations are expected to be brought back to the Committee in September.
6	Committee self evaluation: Members to complete the form individually and analysis of responses should be considered at the next meeting. (13.3)	All members/ CB	26 July 2007	Actioned. See further paper on agenda for 26 July.

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