

Finance and Resources Committee Meeting

Tuesday 20 November 2007

10.30 am

The 40th meeting of the Finance and Resources Committee will be held at the following location:

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

The Finance and 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 the Committee
13 November 2007

Health Professions Council
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Agenda – Part one – Open to members of the public

1. **Apologies for absence** verbal
2. **Approval of agenda** verbal
3. **Minutes of the Finance and Resources Committee meeting held on 18 September 2007** enclosure 1
from Colin Bendall - Secretary to the Committee paper FRC 112/07
4. **Matters arising** enclosure 2
from Colin Bendall - Secretary to the Committee paper FRC 113/07
5. **Investment manager report** enclosure 3
from Simon Leicester – Director of Finance paper FRC 114/07
6. **Finance and Facilities Management report** enclosure 4
from Simon Leicester - Director of Finance paper FRC 115/07
7. **Human Resources report** enclosure 5
from Larissa Foster – Director of Human Resources paper FRC 116/07
8. **Partner Manager report** enclosure 6
from Yasmin Hussain - Partner Manager paper FRC 117/07
9. **Information Technology report** enclosure 7
from Roy Dunn - Director of Information Technology paper FRC 118/07
10. **Operations report** enclosure 8
from Greg Ross-Sampson - Director of Operations paper FRC 119/07

Items for discussion/approval

11. **Projected registrant numbers** enclosure 9
from Michael Guthrie – Policy Manager paper FRC 120/07
12. **Proposed fee rise** enclosure 10
from Simon Leicester – Director of Finance paper FRC 121/07
13. **Five Year Plan 2008-2013** enclosure 11
from Charlotte Milner – Management Accountant paper FRC 122/07
14. **Reserves policy review** enclosure 12
from Simon Leicester – Director of Finance paper FRC 123/07

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-10-10	a	F&R	AGD	Agenda Finance and Resources Committee 20 November 2007 public meeting	Final DD: None	Public RD: None

- 15. **Investments policy**
from Simon Leicester – Director of Finance enclosure 13
paper FRC 124/07
- 16. **Bank mandate**
from Simon Leicester – Director of Finance enclosure 14
paper FRC 125/07
- 17. **Continuing Professional Development assessment fee**
from Richard Houghton – Head of Registration enclosure 15
paper FRC 126/07
- 18. **Revised employee handbook**
from Larissa Foster – Director of Human Resources enclosure 16
paper FRC 127/07

Items to note

- 19. **22-26 Stannary Street: Progress report**
from Steve Hall - Facilities Manager enclosure 17
paper FRC 128/07
- 20. **Six month reforecast for year to 31 March 2008**
from Charlotte Milner – Management Accountant enclosure 18
paper FRC 129/07
- 21. **30 September 2007 management accounts**
from Charlotte Milner - Management Accountant enclosure 19
paper FRC 130/07
- 22. **Finance Department reorganisation**
from Simon Leicester – Director of Finance enclosure 20
paper FRC 131/07
- 23. **Partial disaster recovery invocations**
from Roy Dunn – Director of Information Technology enclosure 21
paper FRC 132/07
- 24. **Allowance to NHS staff for registration fees**
from Marc Seale – Chief Executive and Registrar enclosure 22
paper FRC 133/07

Items for information

None.

- 25. **Any other business**
Previously notified to and agreed by the Chairman
- 26. **Date and time of next meeting**
10.30 am on Wednesday 6 February 2008

Subsequent meetings at 10.30 am:

Thursday 6 March 2008 (Remuneration Committee)
Wednesday 19 March 2008
Thursday 24 April 2008

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Thursday 19 June 2008
Thursday 31 July 2008
Thursday 18 September 2008
Monday 17 November 2008
Wednesday 4 February 2009
Thursday 5 March 2009 (Remuneration Committee)
Monday 16 March 2009
Thursday 23 April 2009 (discretionary meeting)
Tuesday 23 June 2009

Resolution

The Committee is invited to adopt one or more of the following:

"The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions."

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