



Management Information Pack

Marc Seale, Chief Executive & Registrar
Report to Council meeting December 2013

Chief Executive's Report to Council meeting December 2013 Contents

<u>Department</u>	<u>Page</u>
Chief Executive – Mr M Seale	3
Business process improvement – Mr R Dunn	4
Education – Mr B Edmonds, Acting Director	6
Facilities management – Mr S Hall	8
Finance – Mr A Carr, Acting Director	9
Fitness to practise – Ms K Holder	11
Human resources – Ms T Haskins	14
Information technology – Mr G Gaskins	16
Partners programme – Ms H Graham	19
Policy and standards – Mr M Guthrie	20
Registration – Mr R Houghton	23
Secretariat – Mr M Guthrie	25

Chief Executive: Mr Marc Seale

1. Completed Meetings 1 September to 30 November 2013

Martin Fletcher, Australian Health Practitioner Regulation Agency	2 Sep
The Society of Chiropractors and Podiatrists	4 Sep
CLEAR Board of Directors	10 Sep
International Association of Medical Regulatory Authorities	19 Sep
Department of Health Leeds	23 Sep
Academy for Healthcare Science	24 Sep
Chief Executives Steering Group, NMC	24 Sep
CLEAR Board of Directors, St Louis	1 Oct
Westminster Forum	8 Oct
Paul Buckley, General Medical Council	9 Oct
The International Society for Quality in Health Care	14 Oct
30th International Conference, Edinburgh	
Meet the HCPC, Belfast	15 Oct
CQC Adult Social Care Co-production Group	28 Oct
European Forum	28 Oct
House of Lords	29 Oct
Harry Cayton, Professional Standards Authority	30 Oct
Healthcare Professionals Crossing Borders Event	31 Oct
Holly Sutton, Journalista	4 Nov
Michael Batt, SMAE Institute	5 Nov
Anna Rowland and Paul Philip General Medical Council	11 Nov
Annie Hudson, The College of Social Work	11 Nov
Andy Burman, British Dietetic Association	12 Nov
Care Council for Wales	13 Nov
World Executive Forum- Healthcare Systems, Montreal	18-20 Nov

2. Scheduled Meetings

International Association of Medical Regulatory Authorities	26 Nov
Janet Smith, Department of Health	2 Dec
Chief Executives Steering Group, NMC	4 Dec
European Learning and Development for the Public Sector	5-6 Dec
Jonathan Bull, The British Association Prosthetists and Orthotists, Belfast	12 Dec
Allied Health Professions Northern Ireland	12 Dec

Business Process Improvement: Mr Roy Dunn

1. Human resources

There are no changes to the BPI structure.

2. Quality Management System (QMS) review meetings, internal audits and Near-Miss Reports (NMR).

The internal audit schedule for 2013 – 14 is running.

No further NMR's (nonconformance incidents) have been declared. A summary report of all Near-Miss Reports will be provided at the next Audit Committee (November 2013). One report has been completed and two are to be completed.

3. QMS process updates

A review of the UK Registrations process is about to begin. There are likely to be some changes to the tendering & procurement processes over the next few months. Council member recruitment process and independent prescribing have been drafted.

4. BSI audit

BSI Audited the Policy, Registrations UK applications and employee training, HR and Partners areas on 7 October 2013. No areas of nonconformance were found. The report will go to Audit Committee.

The HCPC QMS / ISMS will be migrated to the new BSI platform following departmental training. The next BSI visit to evaluate the scale of the task is scheduled for November 19th.

5. Business continuity

A final paper only version of the business continuity plan has been circulated. Monthly details will continue.

6. Information security management

We are working toward modifying the security training CBT package for all employees, with the Secretariat Department. This is likely to be rolled out by the end of the month.

Partners and Members will be trained on information security using the CBT package used by employees last year. A few adjustments are being made to reflect their different roles to employees.

Adjustments to how documents are printed around the organisation are being evaluated, and security improvements developed. The IT Department have seen two possible providers of technology solutions.

A clear desk policy (at least no personal information) is being developed for the organisation.

Changes to the information security standards to which we wish to certify have several impacts on the requirements for us to achieve the required standard of compliance.

The new ISO 27001 standard does not formally invoke the Plan-Do-Check-Act (PDCA) methodology. However, Annex SL does state the following:

“An effective management system is usually based on managing the organization’s processes using a Plan-Do-Check-Act approach in order to achieve the intended outcomes.”

All of the new standards are replacing the “PDCA approach” with a “risk management approach”, which initially seems less

onerous. However more detailed ongoing monitoring of risks, at a granular level is required.

The number of sections in Annex A has changed from 11 to 14.

The number of controls across all sections has changed from 133 to 114.

The order of the controls has changed and all recorded risks mitigated by those controls must be remapped. This is a somewhat arduous task, that the BPI Department will attempt on behalf of the rest of the organisation. We then plan to certify against the new standard ISO27001:2013 from scratch, rather than certify against the old standard, and migrate to the new. Overall this will decrease the effort required, but will make a slight delay to the certification date.

Work on developing a secure web delivery method for confidential content for various parts of the organization continues, with an existing supplier.

7. Information & data management

Assessment and destruction of older archive material: an update on progress.

We have destroyed 248 boxes of old material so far, including registration files from the 1960s into the 1970s, and boxes containing old finance material from the 1990s and early 2000s up to the seven year retention period required for financial material. There has therefore been a reduction in the number of boxes in the archive for the first time since we began recording numbers. In the immediate future we propose to destroy all the Registration Department's application and renewal boxes up to

January 2006, namely over 1,300, as all applications from the start of CPSM through to HPC have either been microfilmed or scanned. We will then discuss with Registrations how we deal with their remaining boxes, from 2006 to the present.

We will also be discussing with the Communications, Secretariat and Fitness to Practise Departments their individual requirements.

Freedom of Information requests of a statistical nature continue.

8. Reporting

Some changes to how security is implemented around the Crystal Reports database, have required changes to existing reports. Those of an operational nature are being addressed first.

9. Risk Register

The latest Risk Register was presented to Audit Committee in September. The next iteration will be published in February 2014.

10. Other activity

The tendering process for the security print contract commenced and the PQQ has been published.

1. Approval process

The Department continues to schedule and attend visits for the academic year 2013-14. Since the last Council meeting in September, 17 visits covering 37 programmes have taken place. To date, 71 visits (covering 167 programmes) have been scheduled in 2013-14. The majority of these visits are to social worker programmes (74%) and AMHP programmes (9%).

Education providers have until 31 December 2013 to request a visit before July 2014.

2. Annual monitoring process

The Department has now completed annual monitoring for the 2012-13 academic year. Scheduling for the 2013-14 academic year is underway. All education providers have now been contacted to confirm their individual requirements for this year and we have begun to receive the first submissions already.

3. Major change process

Since our last report to Council on 17 September we have received 30 new major change notifications, covering 44 programmes.

4. Concerns process

The Department has received one new concern since our last report to Council. Two concerns were referred to the Fitness to Practice Department and one concern was taken to the Education and Training Committee in November 2013. Following the closure of this concern there are currently no outstanding concerns.

5. Social workers (England)

We are currently due to undertake 47 visits to 124 social worker programmes in 2013-14 and 12 visits to 15 AMHP programmes.

The Department has reviewed the outcomes of the first year of approval visits to transitionally approved pre-registration programmes which transferred to the HCPC on 1 August 2012 following the opening of the Register for social workers in England. An analysis paper was considered by the Education and Training Committee at their meeting in November 2013.

6. Independent and supplementary prescribing programmes

Assessment days took place on 1 and 7 November to review independent prescribing programmes proposed by education providers who currently deliver supplementary prescribing programmes. Visitor reports from these assessment days will be considered by the Education and Training Panel today and in February 2014.

We are also scheduling full approval visits to programmes where an education provider is not currently approved to deliver supplementary prescribing.

7. Partners

Interviews to backfill vacancies in existing professions take place later this month. New visitor training takes place in February 2014 for the successful candidates. Recruitment of lay visitors will take place during January-March 2014 with training scheduled for June-July 2014. The Department has also recently undertaken the annual round of visitor refresher

training. Three sessions took place from October - December 2013.

8. Education provider seminars

The Department has delivered the first six education seminars planned for 2013-14. There are two more seminars to deliver in January and February 2014, both focusing on service user and carer involvement. A paper analysing seminar feedback will be taken to the Education and Training Committee in March 2014.

9. Communication with stakeholders

The fourteenth issue of the Education update was distributed to education providers, visitors and other education stakeholders in week commencing 7 October 2013 and is available on the HCPC website at: <http://www.hcpc-uk.org/education/update/>

Members of the Department met with the following groups from September – December 2013:

- Delegates from Yonezawa University, Japan researching quality assurance for social workers and dietitians in the UK
- NHS Education for Scotland
- The Academy for Healthcare Science
- Department of Health External Relations Directorate
- Australian Health Practitioner Regulation Agency
- The British Dietetic Association
- Department for Education – Social Work Reform Unit
- Care Councils for Scotland, Northern Ireland and Wales
- The College of Social Work
- The Institute for Public Policy Research
- Sir Martin Narey, Ministerial Advisor - Review of Children's Social Work Training

- Education Inter-Regulatory Group

10. Employees

The Department has recruited a replacement Education Administrator following Vineeta Patel's resignation and departure in October 2013. Eliass Arfal joined the Department on 4 November. The total number of employees remains at 18.

Facilities Management: Mr Stephen Hall

1. Employees

There are six permanent employees including the Facilities Manager. Services provided include reception, building maintenance, post room, health & safety and building project management.

2. 186 Kennington Park Road

Work is continuing in conjunction with architects and cost consultants to agree on a scheme in relation to any proposed redevelopment of the above property.

3. 33 Stannary Street

In respect of the dedicated fibre-optic link to this building, this work has now been completed and the IT Department has reported that this is now in use.

4. Office Moves

On Saturday 12 October, following the creation of an additional case Management Team within the Fitness to Practise Department, a number of moves took place. The move was successful and all affected employees were unpacked and working by midday on Monday 14 October.

5. Leak to Basement of 33 Stannary Street

On Monday 4 November the Basement Meeting Room and stair lobby to 33 Stannary Street were found to be flooded. Investigations would seem to point to rainwater ingress from parts of the building not under the control of HCPC being the cause of the problem. Damage has been incurred to the fixtures and fittings to this area, including the meeting room table. Insurers have been notified and a claim will be lodged. In the meantime, the affected area will have all damaged floor and

wall finishes removed to allow the area to dry out pending approval from insurers to proceed with remedial works to re-fit and redecorate this area.

As a result of this, the meeting room in question is out of action and will continue to be so for some time.

1. Work Programme

Since the last Council Meeting, the Finance Department has produced the August and September management accounts and prepared the six month reforecast for the financial year 2013-14. We have updated the Partners' travel policy and the Financial Regulations. We have progressed three procurement tenders and have updated the procurement policy. We have also sponsored and led the NetRegulate project.

2. Income and expenditure to 30 Sep 2013

September management accounts show income for the first six months of £12,454k, operating expenditure of £11,283k and a total surplus £1,305k, £1,176k greater than budgeted. This is principally due to lower than budgeted operating expenditure by £988k, affecting several departments but particularly Fitness to Practise (£679k below budget).

3. Statement of Financial Position at 30 Sep 2013

The cash balance at the end of September was £16.0m, an increase since 1 April of £378k. Deferred income at 30 September was £16.0m.

4. Funds under management

At the end of Sep 2013, £6.6m was held in short term accounts at Lloyds and NatWest, earning 1.25% and 0.50%.

The following have been invested for longer periods at fixed rates:

£2m in a Lloyds deposit account earning 2.6% (1 year to 28.10.13) and

£2m in a Santander deposit account earning 2.5% (1 year to 03.02.14).

£1.5m in a Santander deposit account earning 1.4% (1 year to 11.07.14)

5. 6 month reforecast for the year 2013-14

The 6 month reforecast for the year shows total income of £24,769k, operating expenditure of £23,631k and an operating surplus of £250k, an increase of £394k compared to budget. This is principally due to lower than budgeted operating expenditure by £333k, with most departments showing changes but significant savings in Fitness to Practise and Facilities Management (£276k and £139k below budget respectively).

Cash balances are forecast to be £14,040k at the year end, £5,131k better than budget. Deferred income is forecast to be £15,863k, £5,332k greater than budget.

6. Procurement

We are currently progressing with procurement processes for legal services and for printing services. Procurement for recording and transcription services is to be re-run following agreement with the existing supplier over the disputed original process. Preparatory work is being undertaken on three others. A draft procurement policy is included on the Agenda for Finance and Resources Committee in November.

7. Staffing

Staff complement has been increased by one for a temporary period of six months to cover additional work and holidays in Transactions and on the purchase ledger.

8. Internal audit

Mazars conducted an internal audit of core financial controls During August and their report gave substantial assurance on the effectiveness of internal controls. There were three recommendations – none fundamental, one significant and two housekeeping.

Fitness to Practise: Mrs Kelly Holder

1. Case Information

The statistical information and commentary on that information relating to the work of the Fitness to Practise Department can be found in the management information pack. As suggested by Council at its meeting in September, this document draws out some of the key information provided in the pack and other pertinent information.

2. Number of open cases pre-Investigating Committee Panel

At the end of October 2013 there were 1056 non-GSCC transfer cases open. The six month re-forecast anticipates that at the end of the year this number will be 1,027

Of the non-social work transfer cases considered by an Investigating Committee panel at the case to answer percentage for April – October 2013 was 52 %. 589 cases were closed between April and October cases without referral to an Investigating Committee Panel because the case did not meet the standard of acceptance for allegations.

3. Final Hearings

180 (non-social work transfer cases) final hearings have been held between April and October 2013

4. Number of cases awaiting hearing

At the end of October 2013 there were 298 non-social work transfer) cases awaiting final hearings. At the end of the year this is anticipated to be 332. This is due to the when in the year the a case was received and what phase it is anticipated that case will have reached by the end of the year.

5. General Social Care Council Transfer Cases

At the end of October there were 18 cases within the pre ICP and enquiry remit and 57 in the Post ICP remit.

66 final hearings have taken place since April 2013.

6. High Court and Court of Sherriff Cases

There are currently three open cases before the High Court or Court of Sherriff where the registrant has appealed the decision of the Conduct and Competence Committee. There are a further 2 open cases where the registrant has appealed the decision to impose an interim order. There is one further case where the registrant contested the application to the High Court to extend the interim order.

7. Health and Character

Between April and October 2013 we received 597 new declarations. 510 of those declarations were made on application for admission to the register.

At the end of October there were 83 health and character open cases.

8. Registration Appeals

At the end of October there were 6 cases received with 37 cases on going. There is one outstanding appeal against a registration appeal case.

9. Prosecution of Offences

At the end of October there were 92 on going cases. We have received 208 complaints between April and October 2013.

We have successfully prosecuted an individual for misuse of title. This case was heard in the City of Westminster Magistrates Court on 11 November 2013. The individual concerned was ordered to pay a fine of £270 plus a victim surcharge of £27. He was also ordered to pay £5,789.90 to the HCPC which was the costs of our barrister.

10. Meetings and other Stakeholder Events

Ambulance Service National HR Directors
Patients Association
Unite
CQC
AHPRA Visit
Quality Surveillance Group
Employer Event – Derry & Glasgow
Scottish Regulation Event – Glasgow
Gary Blissett, GB Training

11. Resources

Since the date of the last report to Council, the following appointments have been made

Adwoa Owuss-Akyem – Case Support Officer (replacement position)
Sneha Shah – Case Support Officer (replacement position)
Patience Akintobi (previously Hearings Officer) – Case Manager (replacement position)
Amita Malhotra (previously Case Support Manager) – Case Team Manager (replacement position)
Victoria Gardner – Case Team Manager (new position)
Phillip Bowden (previously Scheduling Officer) – Lead Scheduling Officer (new position)

Josephine Fox (previously Quality Compliance Officer) – Quality Compliance Manager (new position)
Gary Rope (previously Team Administrator) – Acting Administration Co-ordinator
Sarita Kharia – Head of FTP Service Improvement (new position to cover components of the maternity leave of Eve Seall, Head of Case Management).
Claire Pryor (previously Case Manager Advancement) – Compliance Officer
Laura Quatermain (previously Case Manager) – Compliance Officer
Imran Inamdar – Case Support Manager (new position)
Sharon Senyange – Scheduling Officer (new position)

The Compliance team are now fully established and once in post, developments are planned to enhance our compliance and audit activity. We are also recruiting for the vacant case manager positions created by Claire and Laura's moves.

We have established a new Case Team (Case Team 7) following the appointment of Victoria Gardner to Case Team Manager. This team will have a mixed case load and will mirror the case structure of Case Team 3 which is now managed by Amita Malhorta (previously Case Support Manager). Imran Inamdar has been appointed to the vacancy created by Amita.

Sarita Kharia has been appointed to the newly created post of Head of FTP Service Improvement. This is a fixed term post to cover components of Eve Seall's maternity leave. The operational components of her role are being covered by John Barwick, Head of Investigations.

Recruitment continues in the Adjudication and Case Management team.

12. Partners

FTP continues to deliver new refresher training for FTP partners. Panel member refresher training took place on 15 November 2013.

13. Other

Work continues on the tender for the provision of Legal Services.

Activity continues in the work streams of ensuring efficiency, data security, improving the fitness to practise experience and pre-hearing case management.

Human Resources: Ms Teresa Haskins

1. Employee resourcing Communications

Samantha Herelle, currently Communications Officer (Events) has been appointed to the maternity cover role of Events Manager. Samantha will provide cover for Susan Carini.

Education

Eliass Arfal has been appointed to the replacement post of Education Administrator following interviews in late September.

Facilities

Robert Pope was appointed to the new role of Facilities Officer in October following a period of temping at the HCPC.

Finance

Following interviews on 1 November 2013, Andy Gillies was appointed to the post of Finance Director. Andy will start in post on Monday 10 February 2014. In the meantime Alan Carr will continue in the role of Interim Finance Director.

Fitness to Practise

Laura Quartermain and Claire Pryor, formerly Case Managers, have been appointed to one new and one replacement Compliance Officer role. Recruitment is now in progress to replace their Case Manager vacancies.

Marina Jones was appointed to the replacement role of Hearings Officer following interviews in October.

Following the promotion of Amita Malhotra to the post of Case Team Manager, Imran Inamdar was appointed to the replacement role of Case Support Manager after interviews in September. Imran started work in mid October.

Other vacancies currently being advertised for FTP are; a replacement Case Manager (Advancement) and a replacement Hearings Officer.

IT

After a protracted recruitment campaign, Andy Sabapathee has been appointed to the new post of IT Infrastructure Support Engineer. Andy will start work in early December.

Policy

Following interviews in September, Edward Tynan was appointed to the replacement role of Policy Officer. Edward started in post in October.

Recruitment is in progress for the replacement post of Policy Manager following the departure of Charlotte Urwin.

Registration

Jessica Tew and Darren Johnson were appointed to replacement roles of Registration Advisor following interviews in October. Jessica and Darren start work in November. Anna Cleary, formerly a Registration Advisor, was appointed to the role of Registration Co-ordinator following interviews in October.

2. Other HR work

HR and Partners process and systems review project

Other than recruitment, the main focus of the HR team's work has been participating in workshops to gather high level business and technical requirements for the new IT system. Arrangements for an OJEU (Official Journal of the European Union) procurement process are being put in place, including preparation of a PQQ. (Pre-Qualification Questionnaire).

Employee engagement survey

The HR team is in the process on designing the employee engagement survey, assisted by GB Training. The survey will ask employees for more information about some of the key themes identified in the organisational culture action plan, which was publicised to employees in October. Key themes include organisational and cross departmental communications and employee benefits.

Training and development

A redesigned Management Development programme is due to be launched in January 2014. The programme will focus on soft skills for managers at all levels. Focus groups to get input from managers into the programme have been arranged for early December.

Information Technology: Mr Guy Gaskins

Strategic objective 1 – *“To drive efficiencies within the organisation by the use of Information Technology and Information Systems.”*

- **NetRegulate Improvements 2013-14 Major Project** - This project aims to implement a number of smaller changes to the NetRegulate combined into a number of phased releases.

The second deployment has been delivered successfully on 30 July 2013. The third deployment is due in December 2013.

- **HR and Partners Systems and Process Review** – The project objectives are to assess the current processes within the Human Resources and Partners teams; determine revised operational processes where required; assess the effectiveness of the current IT provision and if necessary run a tender for new services.

The operational as-is and to-be process maps have been completed as well as the requirements gathering exercise. The next stage is to start the public procurement tendering process which is planned to complete after June 2014.

- **Remote Access project** – The project objective is to investigate options to deliver a remote access technology that allows users to connect to the HCPC network using non-HCPC equipment. The project will deliver a pilot for any proposed technology solution.

Following the tender process it has been decided to deliver the project internally. A proof of concept has now been created and an initial pilot will proceed with IT employees only.

A wider pilot is planned to include other departments in the New Year.

- **Core switch replacement** – The project objective is to replace the existing core switch network to increase capacity and provide an infrastructure capable of supporting a virtual desktop and streaming media.

A supplier for the new core switch has been selected following the tender exercise and purchase orders raised. An initial assessment of the cabinet infrastructure has been made and the equipment ordered.

The replacement core switch is expected to be implemented by February 2014.

Strategic objective 2 – *“To apply Information Technology within the organisation where it can create business advantage.”*

- **Implement the upgrade of the desktop operating system to Windows 7** – This project will deliver an upgrade to the desktop and laptop operating systems from Windows XP to Windows 7.

Windows 7 has now been deployed to all departments except the Chief Executive, reception and Fitness to Practise which is currently in the middle of deployment with

approximately half of the PCs upgraded. It is now expected to complete by the end of the calendar year.

- **Education systems build** – This project will deliver the technology elements and the business process change as identified in the Education systems and process review project.

The project is planning the implementation stage of the project with an expected start in December 2013.

- **NetRegulate System Refresh** – This project aims to upgrade key elements of the NetRegulate technical environment to improve the ability to support the system and to create a more flexible technical environment.

This project has been postponed due to an outstanding technical issue which has been referred to the vendor by our third party supplier. It is expected to restart at the end of the calendar year.

- **Wireless network** – The project objective is to replace the wireless network in the 186 Kennington Park Road (KPR) building and extend the coverage to the main Park House building for public and employee use.

This is now complete.

- **Replacement of data line supplier** – The project aim is to reduce the total cost, increase the capacity and performance while improving the resilience of the HCPC

data connectivity.

A tender has been completed and a preferred supplier selected. Contract negotiations are currently proceeding.

Once a contract is signed the new service will take a minimum of three months to be delivered.

Strategic objective 3 – *“To protect the data and services of HPC from malicious damage and unexpected events.”*

- **Network encryption project** – The new encryption product has been purchased and installed. The tool allows very granular control by user and by personal computer – called Port Control. It can be used to determine who is able to write data to removable media and whether it is required to be encrypted.

This is being delivered as part of the deployment of the Windows 7 upgrade.

- **Telephone System upgrade** – The objectives of this project are to:

- upgrade the existing software elements of the telephone system including call queues;
- implement failover resilience to the main telephone controller; and
- replace the existing telephone handsets to a standard model that enables hot desk functionality.

This is now complete except that as a consequence of the

upgrade the registration call recording system also needs to be replaced.

The new call recording solution has been installed. However, issues with the quality review part of the system have delayed implementation while the vendor investigates the problem. End user training has been arranged for the end of November 2013.

- **IT Policy review** – To review the current IT Policy and to amend to reflect current practices, obligations and expectations.

This has been agreed by Council in October 2013.

Partners: Ms Hayley Graham

1. Recruitment

We are currently recruiting for the following roles:

Panel members

Arts therapists (drama, art psychotherapy)
 Biomedical scientists
 Clinical scientists (audiology, cellular science, clinical immunology, clinical genetics, embryology)

Visitors

Arts therapists (drama and art)
 Hearing aid dispensers
 Prosthetists/ orthotists
 Chiropodist/ podiatrists
 Therapeutic radiographers

Biomedical scientists

Registration assessor

Clinical scientist (clinical microbiology)

The closing date for all roles was extended to 8 November. Interviews will take place between 25 November and 5 December.

2. Appraisal/ Performance Assessment

The following numbers have been scheduled to be assessed in the current financial year:

Role	Number
Panel Chair	15
Visitor	13
Panel Member	42
Registration Assessor	12

3. Resignations

One panel member and two registration assessors have resigned since the last report.

4. Training

The following training has taken place since the last report:

Type	Role	Date	Attendees
Refresher	Registration Assessor (Paramedic only)	6 September	8
	Panel Member	15 October	16
	Visitor	18 October	23
	Registration assessor	1 November	22
	Visitor	8 November	24

The following refresher training is scheduled to take place until the end of the calendar year:

Type	Role	Date	Attendees
Refresher	Panel member	15 November	25
	Registration assessor (Social Workers)	20 November	24
	Registration assessor	29 November	24
	Visitor	4 December	23

Policy and Standards: Mr Michael Guthrie

1. Meetings attended

29 August to 13 November 2013

British Association of Social Workers (teleconference)	29 Aug
National Allied Health Professions Informatics Strategic Taskforce	4 Sept
Royal Institute of Chartered Surveyors	9 Sept
Coventry University	11 Sept
Kingston / St George's Centre for Public Engagement Advisory Group	17 Sept
Department of Health	18 Sept
British Acupuncture Council	19 Sept
Connect	19 Sept
Labour Party Conference (Brighton)	22/23 Sept
Department of Health (Leeds)	23 Sept
Academy for Healthcare Science	24 Sept
Centre for Advancement of Interprofessional Education (CAIPE)	24 Sept
NRCPD Board	25 Sept
British Psychological Society	27 Sept
Nursing and Midwifery Council (call)	27 Sept
Professional Standards Authority revalidation research meeting	27 Sept
Solicitors Regulation Authority	30 Sept
Independent Ambulance Association	2 Oct
National Allied Health Professions Informatics Strategic Taskforce	2 Oct
International Network of Physiotherapy Regulatory Authorities - webinar on independent prescribing	3 Oct
Medical Defence Union	4 Oct
Australian Health Practitioner Regulation Agency	4 Oct
College of Sexual and Relationship Therapists	8 Oct

10 Oct CSC Commonwealth Professional Fellowship visitors
(from Uganda)
15 Oct Meet the HCPC (Belfast)
22 Oct Connect
24 Oct Department of Health Leadership Alliance re Liverpool
Care Pathway
24 Oct Alliance of UK Regulators in Europe (AURE)
31 Oct Healthcare Professionals Crossing Borders
5 Nov UK Public Health Register consultation forum
(Edinburgh)
5 Nov Education seminars (Birmingham)
13 Nov King's Fund annual conference

2. Open consultations

Consultation on profession-specific standards of proficiency for paramedics

This consultation opened on 21 October 2013 and closes on 31 January 2014.

The results of the consultation are due to be presented to the Education and Training Committee and the Council at their meetings in June and July 2014.

3. Recently closed consultations

HCPC registration fees

This consultation closed on 1 October 2013.

Profession-specific standards of proficiency for operating department practitioners

This consultation closed on 18 October 2013.

The results of the consultation are due to be presented to the Education and Training Committee and the Council at their meetings in March 2014.

4. Review of the profession-specific standards of proficiency

Eight of the fifteen professions' standards involved in this review have now been republished. The standards for speech and language therapists, agreed at the last Council meeting, will be published and effective from early January 2014.

The professional body review has been completed for biomedical scientists and the Executive is currently reviewing the results. We are awaiting receipt of the review relating to the standards for clinical scientists.

The Executive recently met with the British Psychological Society to discuss the review of the standards for practitioner psychologists. We now anticipate a revised draft of these standards for consultation being considered by the Education and Training and the Council in March 2014.

5. Review of the standards of conduct, performance and ethics

The focus group research we commissioned with Connect (service users with aphasia and their carers) and shaping our lives (social care service users and their carers) are progressing well and due to conclude by the end of November 2013.

We are also undertaking a survey of fitness to practise panel chairs and employees in the fitness to practise department to

benefit from their experience of, and views on, the existing standards.

6. Professional Indemnity

We have been advised that the necessary legislation which will introduce the new registration requirement (not social workers in England) is likely to be published in November 2013 and effective in February 2014.

We do not yet have a clear timetable for when the Department of Health will be able to support the changes to the regulators' Rules necessary to allow them to implement the new requirement. The intention is to introduce a self-declaration, but this will only be possible once we have the necessary changes to the Rules.

The guidance will be published when the legislation is effective. We have published FAQs on the website.

7. 'Non-medical' Public Health Specialists

The Department of Health has advised stakeholders that it intends to include the regulation of this group in the primary legislation as a result of the Law Commission Review of the regulators' legislation. On current timescales this would mean legislation would be published in March 2014 and effective in March 2015.

If this timetable were followed, we would expect the their section of the Register to open around September 2015.

8. A disabled person's guide to becoming a health and care professional

Coventry University have been undertaking focus groups and interviews for us with disabled students, admissions tutors, educators, practice placement educators and staff working in disabled students' support services as part of reviewing the now out-of-date existing guidance for disabled people wanting to train in one of the professions we regulate.

We expect to receive the final report from the research in mid-December 2013.

9. Professional Standards Authority performance review

The PSA performance review process for 2013-2014 has commenced. The HCPC's submission was due to be made in early December 2013.

10. Department resourcing

Edward Tynan started with the HCPC as a policy officer on 24 September 2013.

We have commenced the process to recruit a replacement policy manager position. This role will now have line management responsibility for the Department's policy officers.

1. Operational Performance 1 August to 31 October 2013

a) Telephone Calls

i) UK Telephone Calls – During the period from 1 August to 31 October 2013 the team received a total of 58,159 telephone calls which is 17,201 more calls when compared to the same period two years ago and represents a 42% increase in call volumes. The Department answered 92% of calls received compared to 94% during the same period two years ago.

ii) International Telephone Calls – During the period from 1 August to 31 October 2013 the team received a total of 2,028 telephone calls which is 139 less than the same period last year and represents a 6% decrease in call volumes. The Department answered 97% of calls received compared to 95% during the same period last year.

b) Application Processing

i) UK Applications – A total of 8,030 new applications were received which is 1,170 more when compared to the same period last year and represents a 17% increase in UK application volumes. The Department registered 7,698 UK applications which is 1,201 more when compared to the same period last year and represents an 18% increase. The Department processed 78% of UK applications within our service standard of ten working days, 17 % of UK applications within eleven working days and 5% within twelve working days.

The Department processed 95% of readmission applications within our service standard of ten working days, 3% of readmission applications within eleven working days and 2% within twelve working days.

The service response time was impacted by the higher-than-forecast increase in UK applications, UK telephone calls, UK emails and International applications. However, planned overtime working (weekday evening and weekend) ensured the majority of UK applications and readmissions were processed within our service standard. As at the 10 November 2013 UK applications were being processed within eight working days and readmission applications within four working days.

ii) International Applications – A total of 851 new applications were received which is 98 more when compared to the same period last year and represents a 13% increase in international application volumes. The Department registered 330 applications which is 199 less when compared to the same period last year and represents a 38% decrease.

iii) Grandparenting Applications – A total of three grandparenting applications were registered which is 138 less when compared to the same period last year.

c) Emails

i) UK Emails – The team responded to approximately 230 emails per day which is 130 more when compared to the same period two years ago and represents a 130% increase in UK email volumes. The team responded to these on average within two days of receipt which meets our service standard of two working days response time and is the performance achieved during the same period two years ago.

ii) International Emails – The team responded to approximately 10 emails per day which is the same amount when compared to the same period last year. The team

responded to these on average within two days of receipt which meets our service standard of two working days response time and is the performance achieved during the same period last year.

d) Continuing Professional Development (CPD) Audit

There were five CPD assessment days held during this period.

e) Registration Renewals

At the start of June 2013, 19,487 paramedics and 1,326 orthoptists were invited to renew their registration with 98.1% of paramedics and 96.3% orthoptists successfully renewing. In 2011 98.1% of paramedics and 96.3% of orthoptists renewed their registration. A total of 91.8% of both paramedics and orthoptists renewed their registration using the online renewal system in 2013.

At the start of July 2013, 14,082 speech and language therapists, 4,933 clinical scientists and 943 prosthetists / orthotists were invited to renew their registration. On the 1 October 2013 95.9% of speech and language therapists, 97.3% of clinical scientists and 96.4% of prosthetists / orthotists had renewed their registration. This compares favourably with 2011 when 94.9% of speech and language therapists, 96.5% of clinical scientists and 94.9% of prosthetists / orthotists renewed their registration. A total of 89.5% speech and language therapists, 93.2% clinical scientists and 86.2% prosthetists / orthotists renewed their registration using the online renewal system in 2013.

At the start of August 2011, 34,200 occupational therapists were invited to renew their registration with 96.3% successfully

renewing which compares favourably with 2011 when 94.5% of occupational therapists renewed their registration. A total of 88.9% of occupational therapists renewed their registration using the online renewal system in 2013.

At the start of September 2013 22,615 biomedical scientists were invited to renew their registration and registrants have until 30 November 2013 to renew their registration. As at the 10 November 2013, 83% of biomedical scientists had renewed their registration.

2. Resource

a) Employees

The Department recruited three temporary Registration Advisor positions to assist with the increase in workload during this period

1. Appointments

A large volume of applications were received for appointment as lay and registrant Council members during the recent recruitment exercise. Interviews took place between 21-23 October 2013 and 28-30 October 2013.

A recommendation has been submitted to the Privy Council for the appointment of successful candidates, with a view to them making the appointments by mid-December 2013. The appointments process is overseen by the Professional Standards Authority, who consider a report from the HCPC and a report from the independent panel member before confirming to the Privy Council that they are content with the process that has been followed.

The appointment of Council members to the reconstituted Council is subject to the making and coming into force of the Health and Care Professions Council (Constitution) (Amendment) Order.

2. Appointment of independent Audit Committee member

At its meeting on 17 September 2013, the Council agreed that after the 1 January 2014, the Audit Committee would consist of 3 members, one of whom would be an independent member.

Following the conclusion of the process to appoint Council members, the Executive will develop proposals for the recruitment process for this role and seek the approval of the Council at its February 2014 meeting. We anticipate that the recruitment process would commence as soon as possible after that approval.

3. Freedom of Information and Data protection

In recent months we have received the following numbers of FOI / DPA requests.

July: 34
August: 40
September: 33
October: 44

Most requests relate to statistics about registrations, information on specific fitness to practise cases or subject access requests.

Management Information Pack

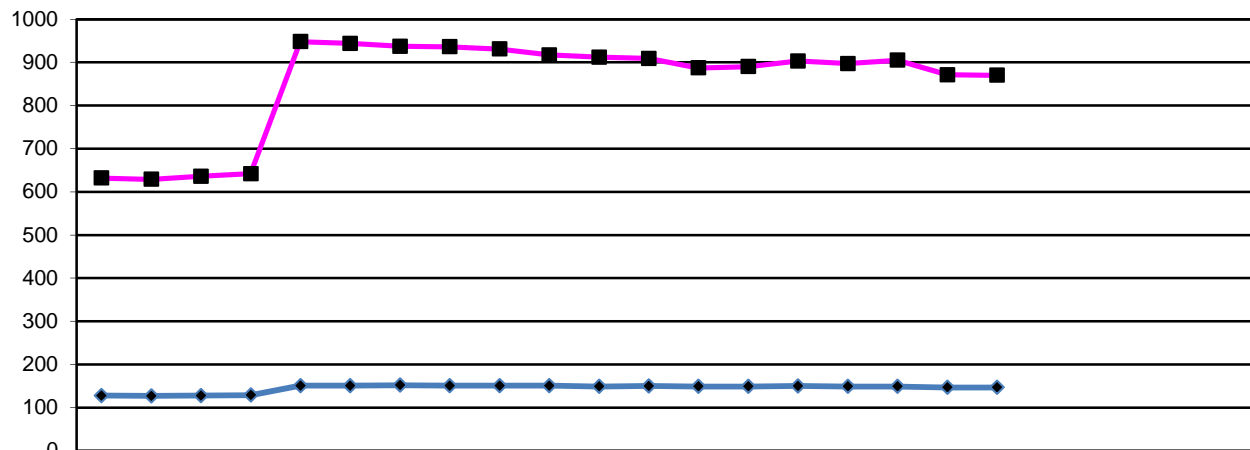
Marc Seale, Chief Executive & Registrar
Figures for April to October 2013 to Council



hcpc health & care
professions
council

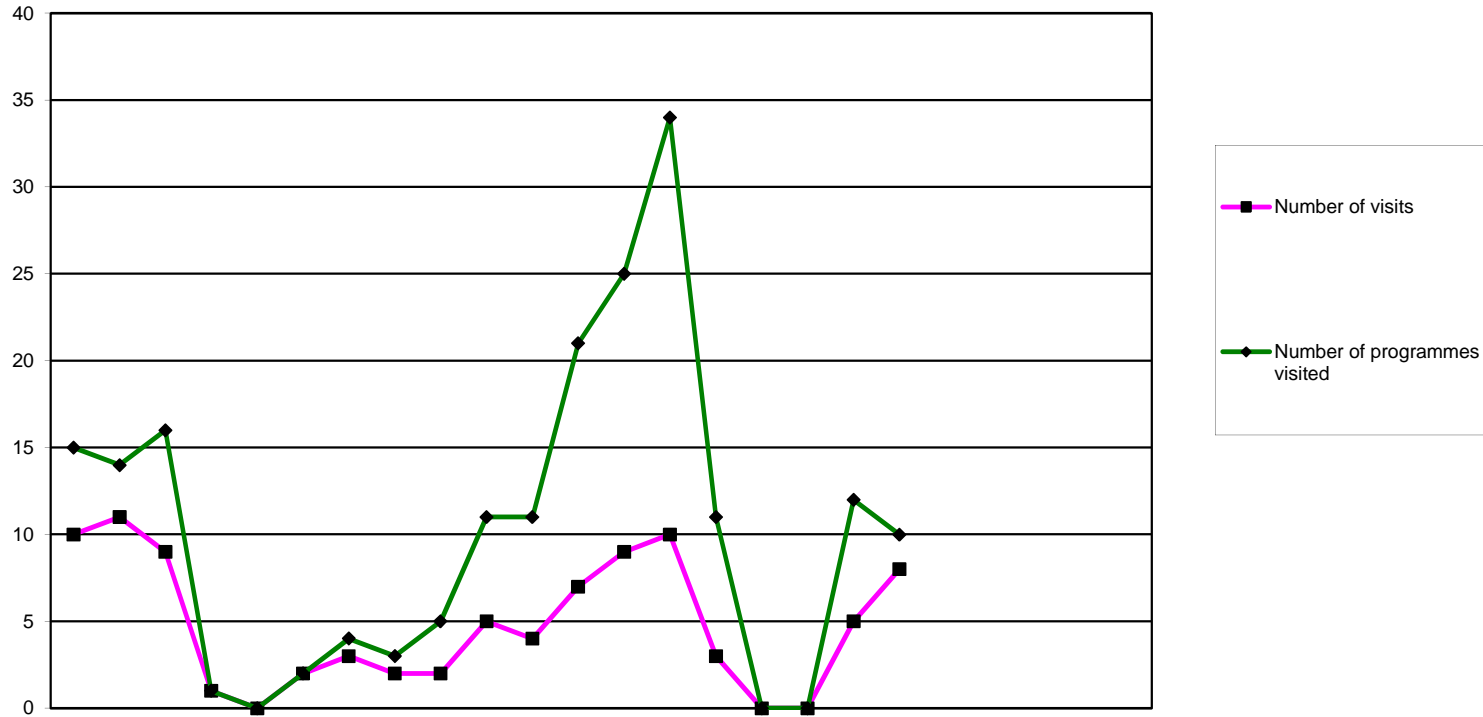
**Management Reporting Information to Council
Figures for April to October 2013**

Education	Number of approved programmes, by profession	2a
	Overview of approval visits	2b
	Reasons for visit	2c
	Programme monitoring	2d
	Major change submissions	2e
	Complaints about approved programmes	2f
Feedback	Feedback	3
Finance	Consolidated Income and Expenditure	4a
	Consolidated Income budgeted & actual	4b
	Consolidated expenditure budgeted & actual	4c
	Consolidated Department Monthly Variances	5
	Consolidated Balance Sheet	6
	Consolidated Cash Flow Actual and Forecast	7
Human Resources	HR Information	8
Information & IT	IT Infrastructure	9
Office Services	Mail Volume	10
Registration	HPC Number of Registrants by Profession	11
Grandparenting Registrations	Grandparent applications workflow process at end of each month	12
	New Grandparent Applications Received	13
	Grandparent Registrations	14
International Registrations	International applications workflow process at end of each month	15
	New International Applications Received	16
	International Registrations	17
	Temporary Registration under EU Directive 2005/36/EC	18
UK Registrations	UK applications workflow process at end of each month	19
	New UK Applications Received	20
	Renewal Information	21a
	Renewal Information: on paper and online	21b
Grandparent, International & UK Registrations	Application Types Received	22
	New Registrants	23
	Registration Telephone Information	24
Continuing Professional Development	Continuing Professional Development process	25
Supplementary prescribing	Number of registrants with supplementary prescribing rights	26



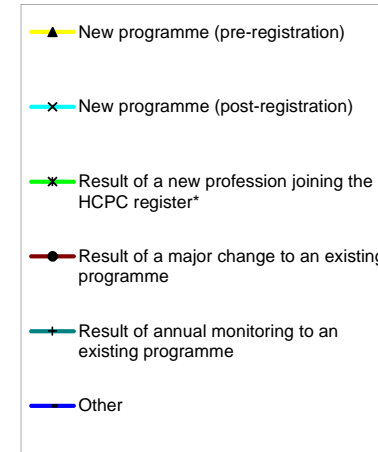
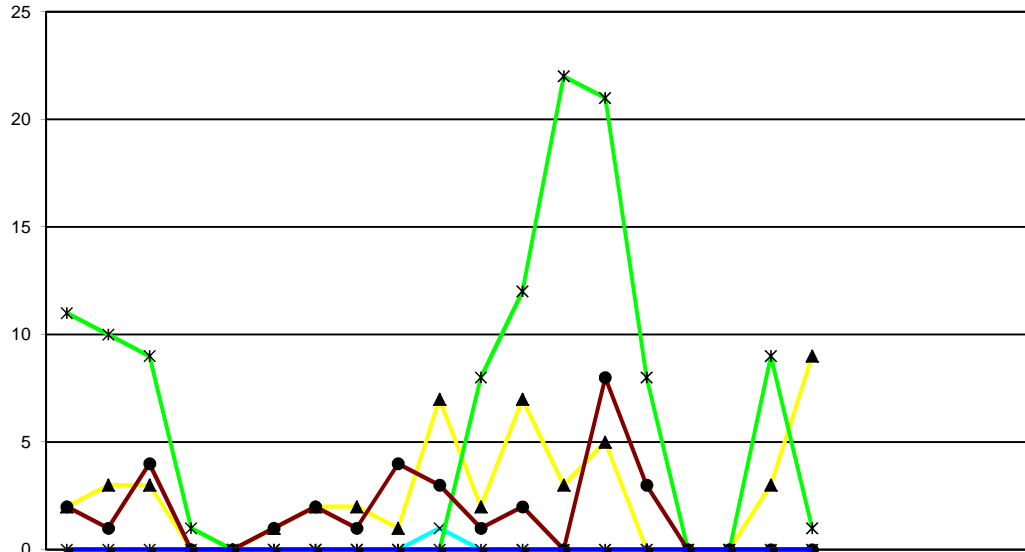
■ Total approved programmes
◆ Total approved education providers

	2012			2013									2014						2011/12	2012/13	2013/14									
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	YTD			
Arts therapists	20	20	20	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29							21	29	29		
Biomedical scientists	48	51	52	51	51	55	55	54	54	52	60	60	58	56	57	57	57	57	55								49	60	55	
Chiropodists/ Podiatrists	20	20	20	20	20	20	20	19	19	19	18	18	17	17	17	17	17	17	17								20	18	17	
Clinical scientists	1	1	1	1	1	3	3	3	3	3	3	3	3	3	3	3	3	3	3								1	3	3	
Dietitians	33	33	33	33	33	33	32	32	32	32	32	32	32	32	32	32	32	32	32								33	32	32	
Hearing aid dispensers	13	13	14	14	17	17	16	16	16	15	15	15	15	15	17	17	18	18	18								18	15	18	
Occupational therapists	74	74	74	74	74	74	73	73	74	73	73	73	73	77	78	75	75	75	75								74	73	75	
Operating Department Practitioners	32	31	33	33	33	33	33	33	33	33	35	35	35	37	37	35	35	34	34								34	35	34	
Orthoptists	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3								3	3	3	
Paramedics	50	48	49	47	48	48	48	48	48	48	48	50	50	49	50	50	50	48	48								50	50	48	
Physiotherapists	65	65	65	65	65	64	63	63	64	64	65	65	65	66	67	68	67	67	67								67	65	67	
Practitioner psychologists	95	94	94	94	94	93	93	93	93	93	91	91	91	93	93	93	92	93	93								95	91	93	
Prosthetists/Orthotists	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3								3	3	3	
Radiographers	55	54	54	54	54	54	54	54	53	53	53	53	53	53	53	53	53	53	53								56	53	53	
Social workers in England					271	267	265	264	259	248	237	231	212	209	216	214	221	222	221											
Speech and language therapists	32	31	31	31	31	31	31	31	31	31	31	31	31	32	32	32	32	32	32								32	31	32	
Local anaesthesia	2	2	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4								2	4	4	
Prescription only medicine	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	10	10	10								9	9	10	
Supplementary prescribing	77	77	77	77	77	77	76	76	76	78	76	77	77	76	76	76	77	44	46								77	77	46	
Independent prescribing																														
Approved mental health professionals					31	27	27	29	28	27	27	27	27	27	27	27	27	27	27										27	27
Total approved programmes	632	629	636	642	948	944	937	936	931	917	912	909	887	890	903	897	905	871	870								644	909	870	
Total approved education providers	128	127	128	129	151	151	152	151	151	151	149	150	149	149	150	149	149	147	147								128	150	147	



	2012			2013									2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Overview of approval visits																								
Number of visits	10	11	9	1	0	2	3	2	2	5	4	7	9	10	3	0	0	5	8					
Number of programmes visited	15	14	16	1	0	2	4	3	5	11	11	21	25	34	11	0	0	12	10					

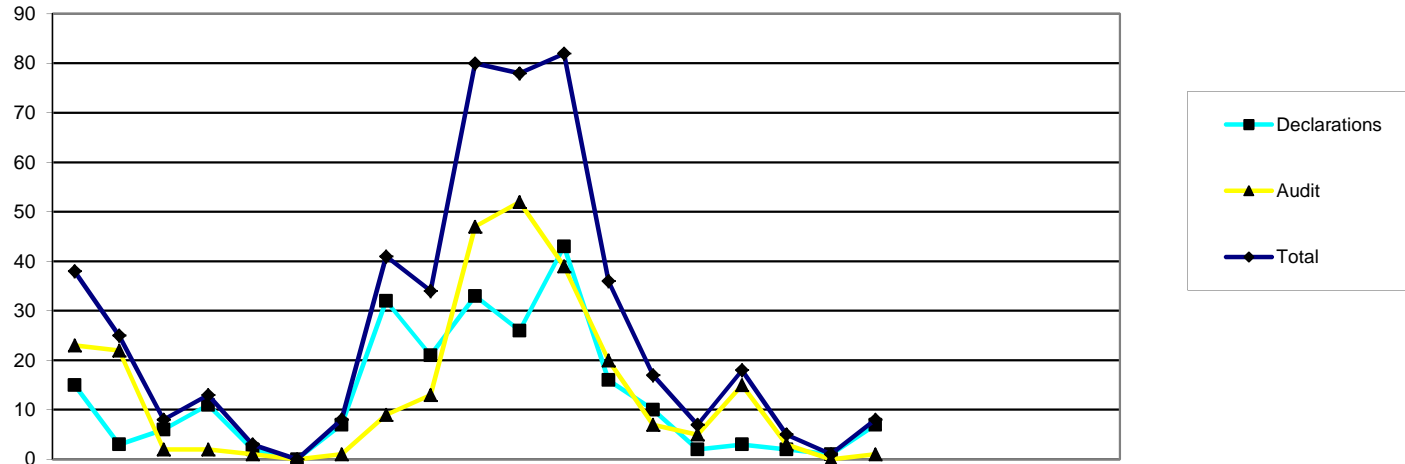
2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
FYE	FYE	FYE	FYE	FYE	FYE	FYE	FYE	YTD
0	101	63	42	38	58	59	56	35
27	117	68	84	80	101	112	103	92



Reason for programme visited	2012												2013												2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
New programme (pre-registration)	2	3	3	0	0	1	2	2	1	7	2	7	3	5	0	0	0	3	9	0	18	32	21	25	29	17	30	20								
New programme (post-registration)	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	7	29	1	7	1	0	2	1	0								
Result of a new profession joining the HCPC register*	11	10	9	1	0	0	0	0	0	0	8	12	22	21	8	0	0	9	1	5	16	4	0	7	31	32	51	61								
Result of a major change to an existing programme	2	1	4	0	0	1	2	1	4	3	1	2	0	8	3	0	0	0	0	5	32	26	53	42	37	57	21	11								
Result of annual monitoring to an existing programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	1	3	3	3	4	2	0	0								
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	21	2	0	2	0	0	0	0								
Total	15	14	16	1	0	2	4	3	5	11	11	21	25	34	11	0	0	12	10	27	117	68	84	80	101	110	103	92								

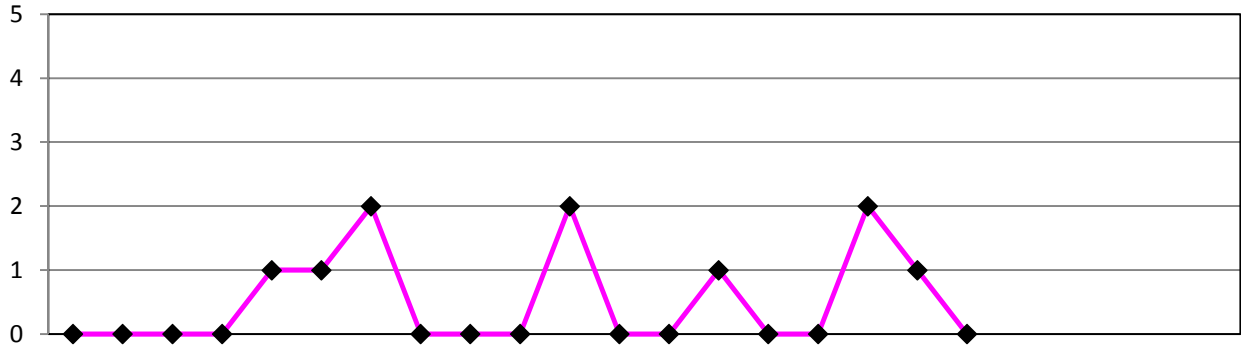
2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
FYE	FYE	FYE	FYE	FYE	FYE	FYE	FYE	YTD
0	18	32	21	25	29	17	30	20
7	29	1	7	1	0	2	1	0
5	16	4	0	7	31	32	51	61
5	32	26	53	42	37	57	21	11
5	1	3	3	3	4	2	0	0
5	21	2	0	2	0	0	0	0
27	117	68	84	80	101	110	103	92

* - Practitioner psychologists July 2009 - July 2012
 - Hearing Aid Dispensers April 2010 - July 2012
 - Social workers in England August 2012 - July 2015



	2012			2013									2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Annual monitoring submissions																								
Declarations	15	3	6	11	2	0	7	32	21	33	26	43	16	10	2	3	2	1	7					
Audit	23	22	2	2	1	0	1	9	13	47	52	39	20	7	5	15	3	0	1					
Total	38	25	8	13	3	0	8	41	34	80	78	82	36	17	7	18	5	1	8					

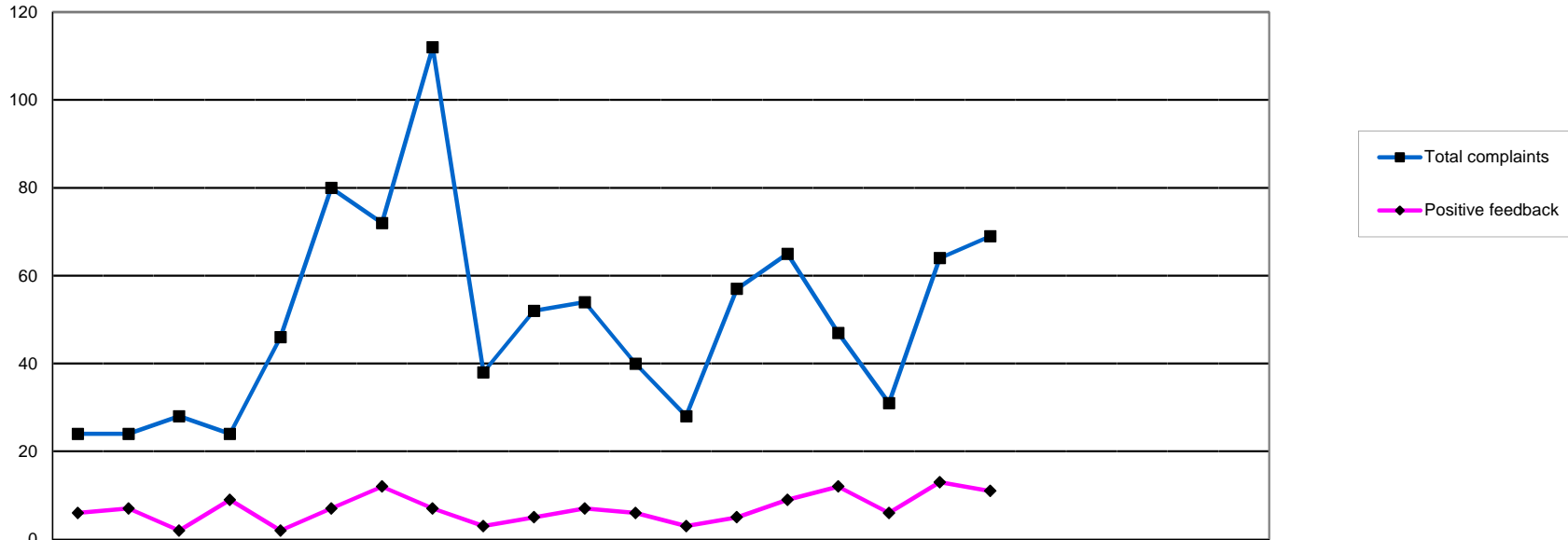
2005/6 FYE	2006/7 FYE	2007/8 FYE	2008/9 FYE	2009/10 FYE	2010/11 FYE	2011/12 FYE	2012/13 FYE	2013/14 YTD
113	94	143	167	105	232	232	199	41
51	184	135	136	123	257	147	211	51
164	278	278	303	228	489	379	410	92



◆ No. of complaints received

		2012			2013							2014													
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Complaints outcomes	No. of complaints received	0	0	0	0	1	1	2	0	0	0	2	0	0	1	0	0	2	1	0	0	0	0	0	
	Directed visit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Approval process	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	
	Major change process	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Annual monitoring process	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Unsubstantiated	0	0	0	0	1	1	2	0	0	0	2	0	0	1	0	0	0	1	0	0	0	0	0	
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	

	2009/10 FYE	2010/11 FYE	2011/12 FYE	2012/13 FYE	2013/14 YTD
No. of complaints received	6	5	5	6	4
No. of approved progs	480	623	644	909	887
% progs affected by complaints	1.3%	0.8%	0.8%	0.7%	0.5%



	2012			2013									2014			2005/6	2006/7	2007/8	2008/9	09/10	10/11	11/12	12/13	13/14									
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	FYE	FYE	FYE	YTD
Application process	5	5	3	2	8	5	6	6	3	4	10	10	8	5	14	12	12	10	13						39	23	28	29	4	39	26	67	74
Registration process	13	17	20	11	26	66	61	99	21	42	39	20	15	19	24	20	10	35	38						169	88	122	361	163	136	154	435	161
External comms	0	0	1	3	3	4	0	0	7	1	0	2	1	22	11	1	0	0	1						24	6	6	4	1	1	2	21	36
Responsiveness	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0						6	2	0	0	2	0	0	1	0
Partner management	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1	0	0						0	4	2	4	4	8	0	1	3
Rules/legislation	3	0	1	0	5	2	0	1	5	2	0	2	1	0	1	0	0	0	0						17	11	10	3	5	0	3	21	2
Other	3	2	3	8	4	3	5	5	2	3	5	5	3	11	14	13	8	19	17						7	16	18	44	45	38	23	48	85
Total complaints	24	24	28	24	46	80	72	112	38	52	54	40	28	57	65	47	31	64	69						262	262	186	445	224	222	208	594	361

Positive feedback	6	7	2	9	2	7	12	7	3	5	7	6	3	5	9	12	6	13	11						187	19	27	37	81	79	67	73	59
--------------------------	---	---	---	---	---	---	----	---	---	---	---	---	---	---	---	----	---	----	----	--	--	--	--	--	-----	----	----	----	----	----	----	----	----

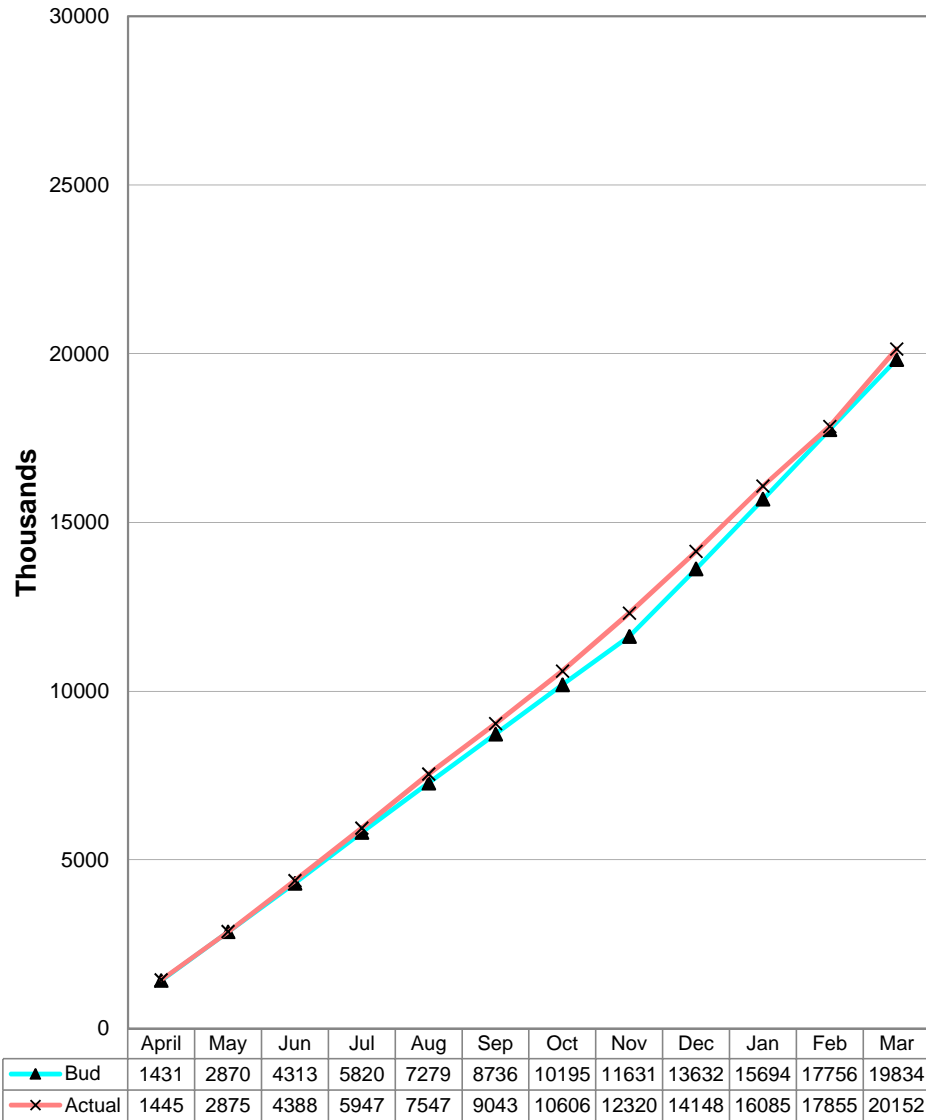
Health and Care Professions Council

Income and Expenditure

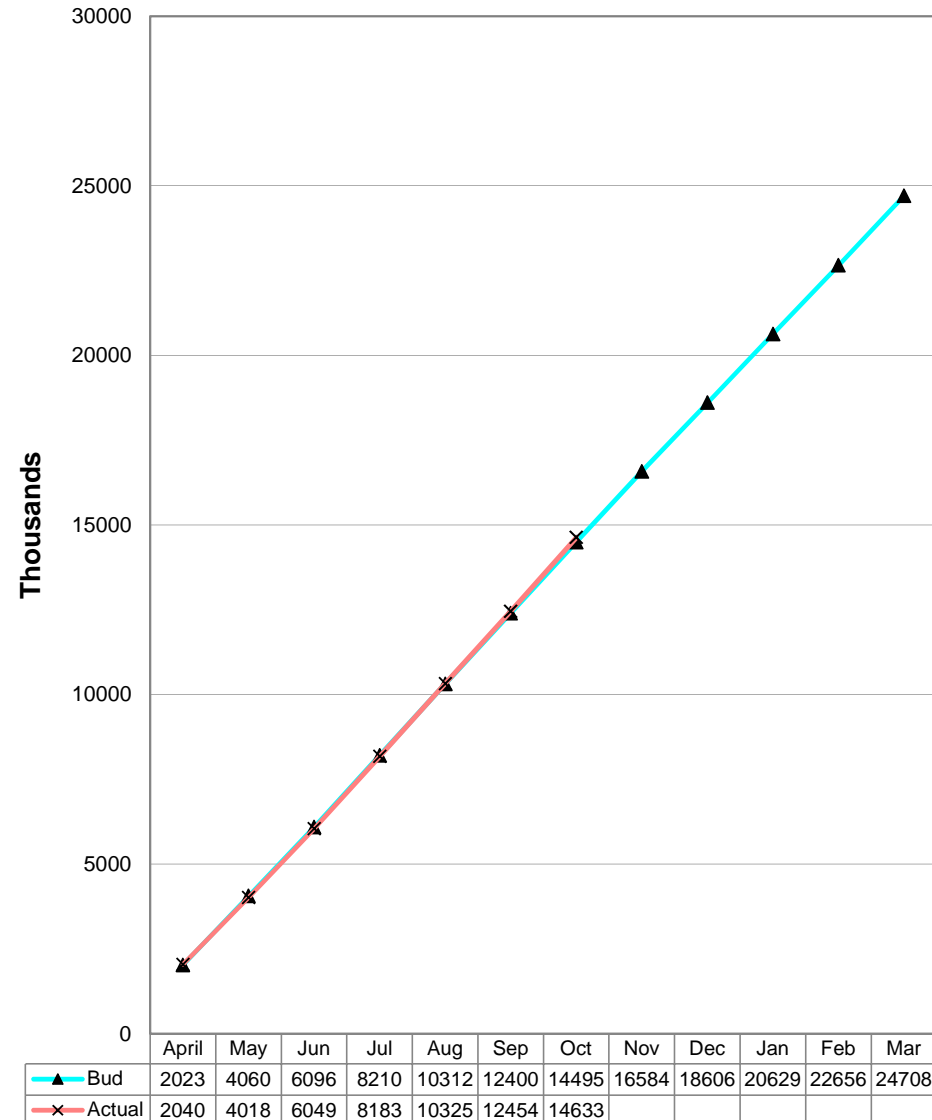
Finance Department

	2013								2014					Total to YTD £000	Budget YTD £000	Variance £000	Annual Budget £000
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
INCOME																	
Registration Income	2,040	1,978	2,029	2,136	2,142	2,127	2,178						14,631	14,495	136	24,708	
Cheque/credit card write off	(0)	0	2	0	0	0	0						2	0	2		
TOTAL INCOME	2,040	1,978	2,031	2,136	2,142	2,127	2,178	0	0	0	0	0	14,633	14,495	137	24,708	
EXPENDITURE																	
Chair	4	6	9	6	0	7	19						51	44	(7)	79	
Chief Executive	9	62	25	40	26	54	27						242	220	(22)	377	
Council & Committees	6	13	13	36	10	23	41						140	149	9	252	
Communications	63	103	96	152	57	104	72						649	634	(15)	1,145	
Depreciation	56	56	56	58	59	59	59						402	402	(0)	885	
Education	91	99	58	64	61	62	71						507	608	101	1,069	
Facilities Management	117	164	118	96	95	96	92						778	848	70	1,453	
Finance	51	65	58	67	66	90	76						473	424	(49)	712	
Fitness to Practise	816	888	862	1,058	999	966	1,010						6,599	7,282	683	12,268	
Human Resources & Partners	71	42	76	88	41	83	86						485	531	45	940	
IT Department	94	117	103	143	97	128	115						796	823	26	1,418	
Major Projects	8	38	(3)	28	13	9	11						105	121	17	421	
Operations Office	53	40	45	49	39	43	37						307	416	109	686	
Policy	17	35	38	39	30	20	21						200	222	22	398	
Registration	174	163	206	228	176	196	270						1,413	1,436	23	2,461	
Secretariat	20	25	23	22	16	35	25						165	170	5	286	
TOTAL EXPENDITURE	1,650	1,916	1,783	2,175	1,784	1,975	2,031	0	0	0	0	0	13,313	14,328	1,014	24,849	
OPERATING SURPLUS/(DEFICIT)	390	62	248	(39)	359	153	147	0	0	0	0	0	1,319	167	(1,152)	(141)	
Payroll costs for secondment to DOH	3	3	0	(12)	(0)	0	0						(6)		6		
Investment Income	33	3	18	48	12	14	57						184		(184)		
TOTAL SURPLUS/(DEFICIT)	419	62	266	(4)	370	167	204	0	0	0	0	0	1,509	167	(1,342)	(141)	

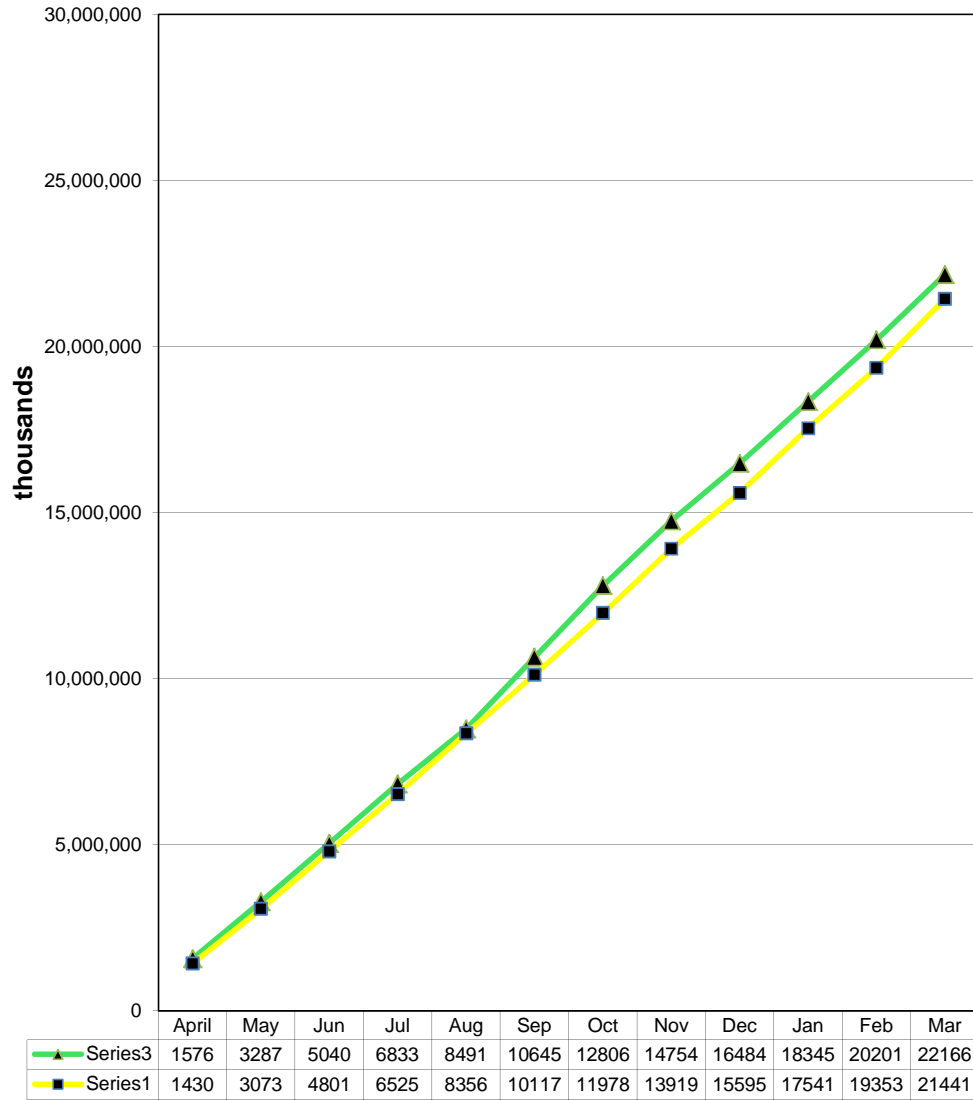
Income 2012/13 Budget Vs Actual



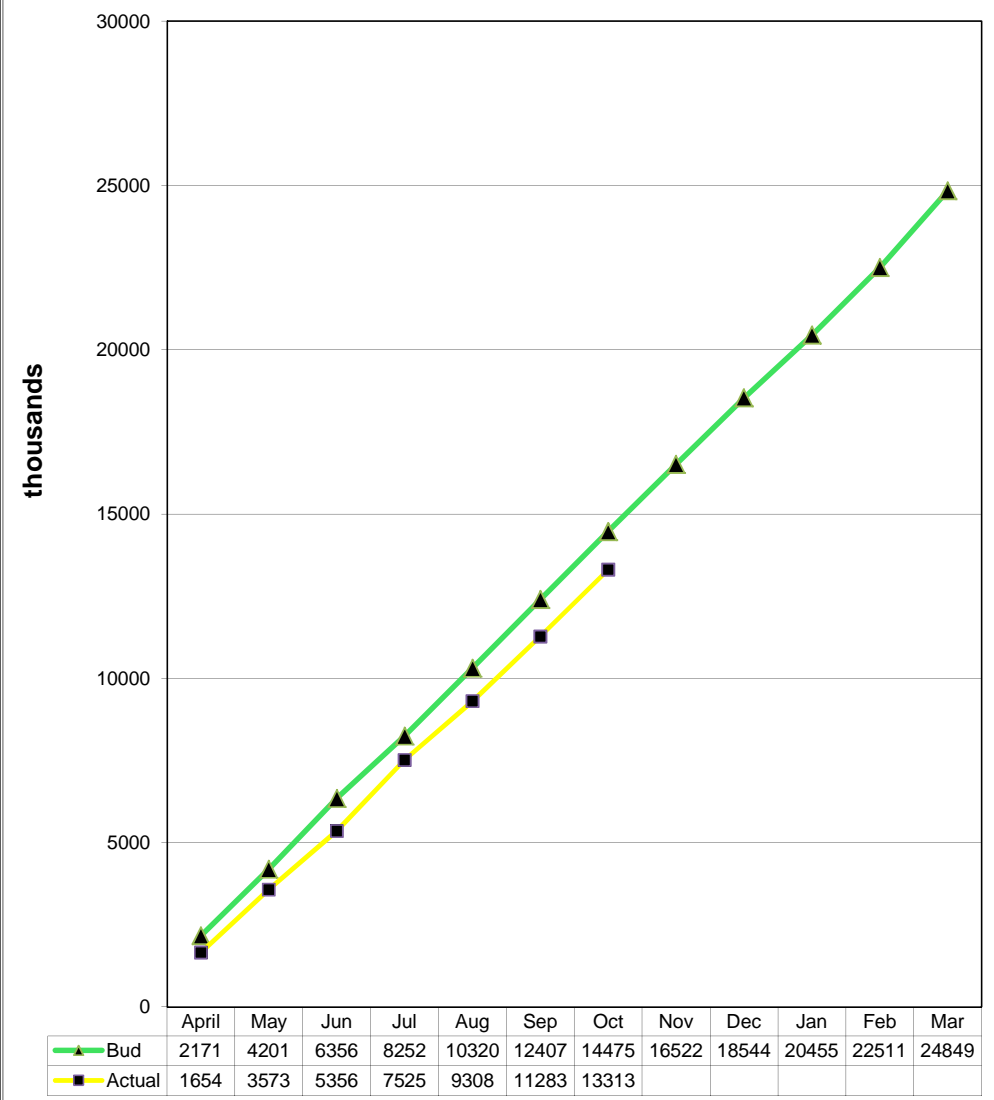
Income 2013/14 Budget Vs Actual



Expenditure 2012/13 budgeted & actual



Expenditure 2013/14 budgeted & actual



	2013							2014					Total to £000	Budget £000	Total Expenditure £000
	Apr £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	Jan £000	Feb £000	Mar £000			
EXPENDITURE															
Chair	2	(0)	(2)	(0)	6	(0)	(13)						(7)	44	51
Chief Executive	23	(31)	6	(7)	5	(21)	4						(22)	220	242
Council & Committees	4	4	9	(19)	(5)	8	8						9	149	140
Communications	3	35	(6)	(61)	12	(30)	32						(15)	634	649
Depreciation	18	(16)	2	(1)	(1)	(2)	0						(0)	402	402
Education	10	2	27	15	6	29	13						101	608	507
Facilities Management	4	(43)	3	25	26	26	29						70	848	778
Finance	7	(3)	7	(9)	(6)	(29)	(16)						(49)	424	473
Fitness to Practise	369	83	241	(91)	(46)	121	4						683	7,282	6,599
Human Resources & Partners	37	37	12	(26)	5	(26)	7						45	531	485
IT Department	18	(6)	29	(32)	14	7	(4)						26	823	796
Major Projects	9	(9)	30	(9)	16	(9)	(11)						17	121	105
Operations Office	13	21	8	23	16	10	18						109	416	307
Policy	8	7	(5)	(13)	(1)	20	6						22	222	200
Registration	(6)	2	(1)	(32)	102	9	(51)						23	1,436	1,413
Secretariat	2	(1)	3	1	9	(9)	0						5	170	165
TOTAL BUDGET VARIANCE	521	81	363	(237)	157	103	27	0	0	0	0	0	1,014	14,328	13,313
TOTAL MONTHLY BUDGET	2,171	1,997	2,146	1,939	1,941	2,078	2,057	0	0	0	0	0			14,328
TOTAL EXPENDITURE	1,650	1,916	1,783	2,175	1,784	1,975	2,031	0	0	0	0	0			13,314

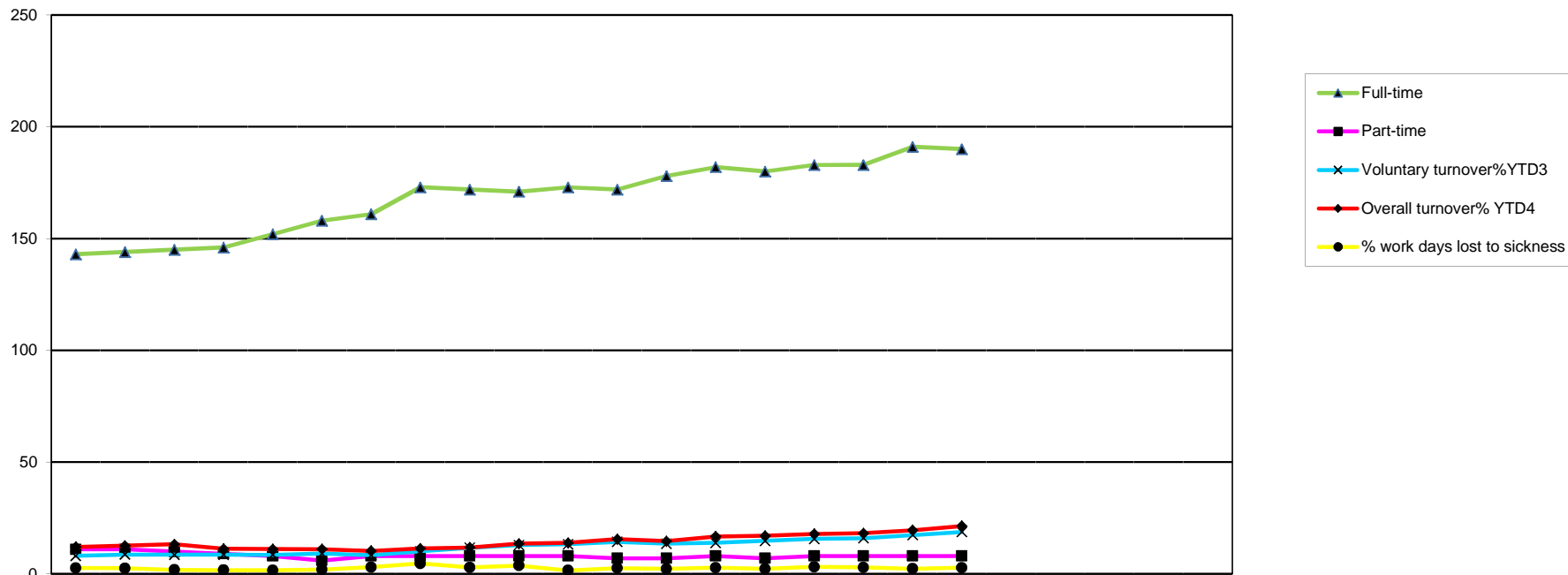
	2013							2014				
	April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	Jan £000	Feb £000	Mar £000
Non-current Assets												
Property, Plant and Machinery	4,133	4,124	4,165	4,222	4,542	4,231	4,236					
Intangible assets	1,185	1,164	1,165	1,218	1,151	1,172	1,155					
TOTAL FIXED ASSETS	5,318	5,288	5,330	5,440	5,693	5,403	5,391	0	0	0	0	0
CURRENT ASSETS												
Other current assets	843	759	691	626	599	600	551					
Bank & Cash	13,735	12,696	12,750	11,773	13,088	15,962	15,080					
	14,578	13,455	13,441	12,399	13,687	16,562	15,631	0	0	0	0	0
CURRENT LIABILITIES												
Trade and other payables	(933)	(726)	(702)	(753)	(618)	(651)	(627)					
Other Liabilities	(1,486)	(1,545)	(1,553)	(1,475)	(1,448)	(1,612)	(1,714)					
Deferred income	(14,778)	(13,713)	(13,480)	(12,552)	(13,624)	(15,985)	(14,882)					
	(17,197)	(15,984)	(15,735)	(14,780)	(15,690)	(18,248)	(17,223)	0	0	0	0	0
Total assets less liabilities	2,699	2,759	3,036	3,059	3,690	3,717	3,799	0	0	0	0	0
Represented by:												
Revaluation Reserve	2,702	2,759	3,036	3,059	3,690	3,717	3,799					
Income and expenditure account												
	2,699	2,759	3,036	3,059	3,690	3,717	3,799	0	0	0	0	0

Health and Care Professions Council

Cash Flow

Finance Department

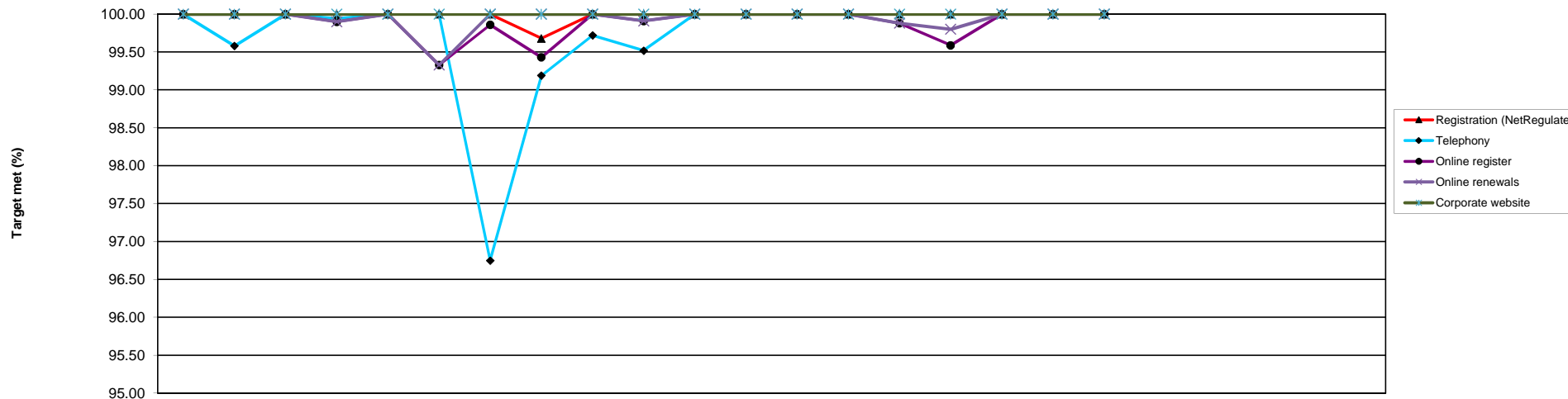
	2013							2014					Total £000
	April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	Jan £000	Feb £000	Mar £000	
Opening Balance	15,584	13,735	12,695	12,750	11,773	13,088	15,962						
Registration Income	2,040	1,978	2,031	2,136	2,142	2,127	2,178						14,633
Investment Income	33	3	18	48	12	14	57						184
Investment Sales													0
Deferred Income Movements	(1,359)	(1,066)	(233)	(927)	1,072	2,380	(1,123)						(1,256)
Department of Health funding	112	0	10	0	1	0	0						123
Total Cash Receipts	826	915	1,826	1,257	3,227	4,522	1,112	0	0	0	0	0	13,684
Expenditure	1,654	1,919	1,783	2,163	1,784	1,975	2,030						13,307
Depreciation	(56)	(56)	(56)	(59)	(59)	(59)	(59)						(402)
Asset disposal / writeoff													0
Aged Cred / Accrual Movements	(42)	149	15	27	163	(301)	25						37
Debtor Movements	301	(84)	(69)	(65)	(27)	1	(50)						8
Payments to Creditors	1,857	1,928	1,674	2,066	1,861	1,616	1,947	0	0	0	0	0	12,950
Capital Expenditure	818	26	98	168	50	31	47						1,238
Capital write-off/Adjustments													0
Investment Purchases													0
Other Payments	818	26	98	168	50	31	47	0	0	0	0	0	1,238
Closing Balance	13,735	12,695	12,750	11,773	13,088	15,962	15,081	0	0	0	0	0	(504)



	2013												2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
EMPLOYEES																								
Budgeted employees	165	165	165	165	186	186	186	186	186	186	186	186	204	204	204	204	204	204	204	204	204	204	204	204
Total employees	154	155	155	155	160	164	169	180	180	179	182	179	185	190	187	191	191	199	198					
Full-time	143	144	145	146	152	158	161	173	172	171	173	172	178	182	180	183	183	191	190					
Part-time	11	11	10	9	8	6	8	8	8	8	8	7	7	8	7	8	8	8	8					
FTE	152	153	153	153	159	163	168	180	179	178	180	178	184	189	186	189	189	197	197					
Permanent	146	147	148	148	154	159	166	177	175	173	176	174	180	185	182	185	186	190	190					
Fixed-Term Contracts	8	8	7	7	6	5	3	3	5	6	5	5	5	5	5	6	5	8	8					
Starters (permanent)	0	2	2	1	7	4	4	11	1	2	4	1	6	7	1	4	2	8	2					
Starters (fixed-term)	2	1	0	0	0	1	1	3	2	1	0	0	1	1	3	2	1	3	2					
Voluntary resignations¹	1	2	1	1	2	1	1	3	3	4	2	3	0	3	3	3	3	4	4					
Compulsory leavers ²	0	0	1	0	0	0	0	0	0	0	0	1	0	3	0	0	0	0	1					
Total leavers (vol. & comp.)	1	2	2	1	2	1	1	3	3	4	2	4	0	6	3	3	3	4	5					
Voluntary turnover%YTD³	8	9	9	9	9	9	8	10	12	13	13	14	14	14	15	16	16	17	19					
Overall turnover% YTD⁴	12	13	13	11	11	11	10	11	12	13	14	16	15	17	17	18	18	20	21					
Agency days	60	124	204	434	573	501	588	847	468	122	100	104	126	142	156	155	147	140	222					
% work days lost to sickness	3	2	2	2	2	2	3	5	3	4	2	3	2	3	2	3	3	2	3					
Average sick-days YTD	11	11	11	11	11	11	11	12	12	12	12	7	7	7	7	8	8	8	8					
Sick-days	84	88	60	58	59	71	112	183	114	146	63	102	84	111	84	139	117	96	125					
O.H. Refs	3	4	1	4	1	2	1	4	4	4	3	4	1	1	2	1	1	3	2					

2007/8	2008/9	09/10	10/11	11/12	12/13	13/14
FYE	FYE	FYE	FYE	FYE	FYE	YTD
	124	132	144	148	186	204
107	116	136	142	153	179	198
104	113	124	131	143	173	190
3	3	5	11	10	7	8
106	115	127	140	151	178	197
101	113	126	134	142	174	190
5	4	3	8	11	5	9
42	36	37	15	4	71	30
13	7	8	10	24	25	13
17	22	22	10	13	24	20
8	3	3	5	6	6	4
25	25	25	15	19	51	24
26	19	16	7	9	14	19
-	20	20	11	13	16	20
2742	1,149	1385	360	568	5265	1,087
3	4	3	2	2	3	3
	8	7	7	6	10	8
777	847	943	843	819	1959	757
19	27	10	13	15	46	11

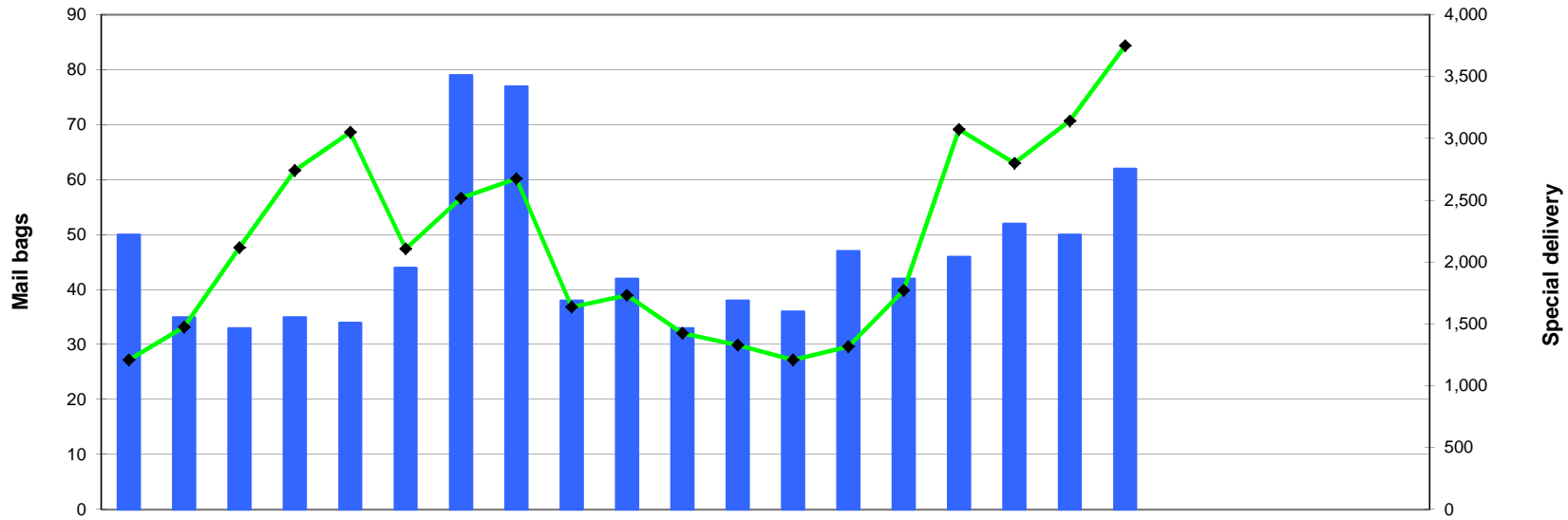
¹ **Voluntary Resignations:** Includes resignations of permanent employees, or resignations of fixed term employees prior to the end of their contract
² **Compulsory Leavers:** Records leavers except for resignations. Includes expiries of fixed term contracts, redundancies, dismissals,
³ **Voluntary Turnover YTD:** Shows the year to date turnover percentage (last twelve months) for resignations only
⁴ **Overall Turnover:** Shows the year to date turnover (last twelve months) for all leavers - voluntary and compulsory
FTE Full-time equivalent



Service availability	2012			2013									2014													
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Corporate website	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	
Online register	100.00	100.00	100.00	99.90	100.00	99.33	99.86	99.43	100.00	99.91	100.00	100.00	100.00	100.00	99.88	99.59	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Online renewals	100.00	100.00	100.00	99.90	100.00	99.33	100.00	100.00	100.00	99.91	100.00	100.00	100.00	100.00	99.88	99.80	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Registration (NetRegulate)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	99.68	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Telephony	100.00	99.58	100.00	99.94	100.00	100.00	96.75	99.19	99.72	99.52	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

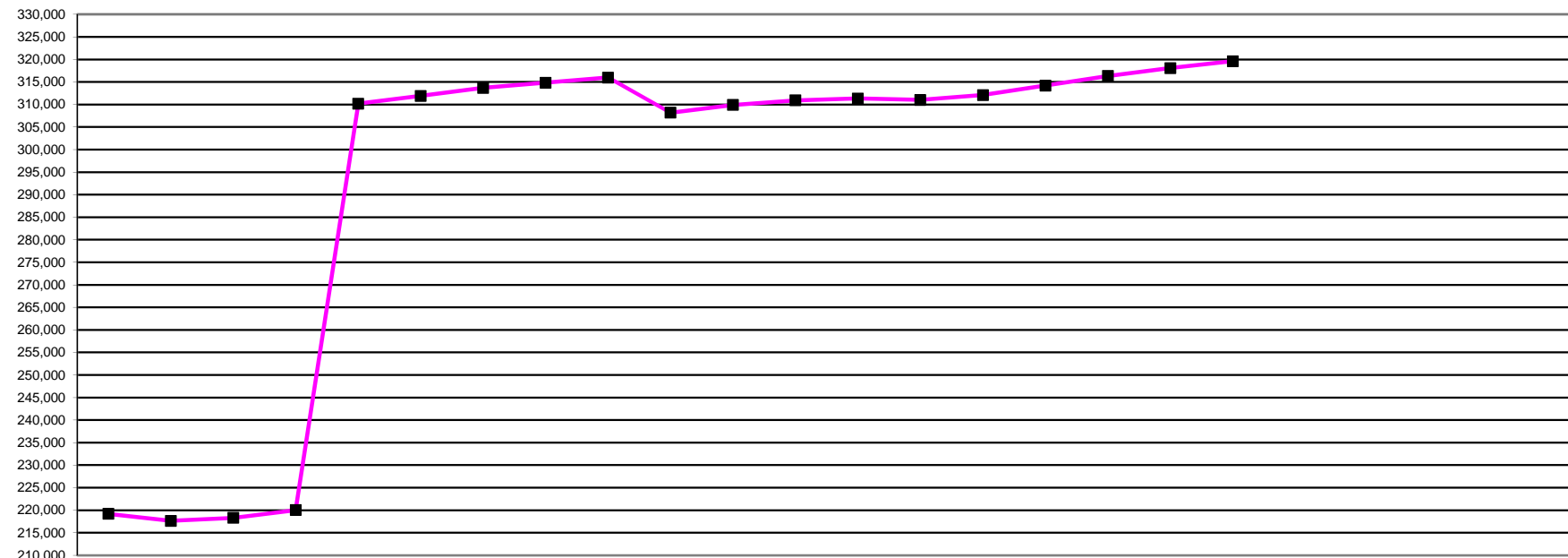
2006/7 FYE	2007/8 FYE	2008/9 FYE	09/10 FYE	10/11 FYE	11/12 FYE	12/13 FYE	13/14 YTD
99.99	100.00	100.00	99.99	100.00	100.00	100.00	100.00
				99.51	99.86	99.87	99.92
				99.51	99.86	99.93	99.95
99.99	99.87	99.89	99.98	99.96	99.77	99.97	100.00
99.99	99.83	99.92	100.00	99.98	100.00	99.56	100.00

Performance targets	Uptime target	Period
Corporate website	98.30	24 hr X 7 days
Online register	98.30	24 hr X 7 days
Online renewals	98.30	24 hr X 7 days
Registration (NetRegulate)	97.85	10 hr X 5 days
Telephony	98.45	10 hr X 5 days



	2012			2013									2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Mail bags	50	35	33	35	34	44	79	77	38	42	33	38	36	47	42	46	52	50	62					
Special Delivery	1,210	1,476	2,119	2,743	3,050	2,108	2,518	2,676	1,636	1,732	1,425	1,330	1,210	1,318	1,771	3,073	2,801	3,143	3,752					

2005/6	2006/7	2007/8	2008/9	09/10	10/11	11/12	12/13	13/14
FYE	FYE	FYE	FYE	FYE	FYE	FYE	FYE	YTD
654	341	429	314	645	416	463	538	335
13,641	10,469	19,076	20,383	24,787	19,187	17,305	24,023	17,068



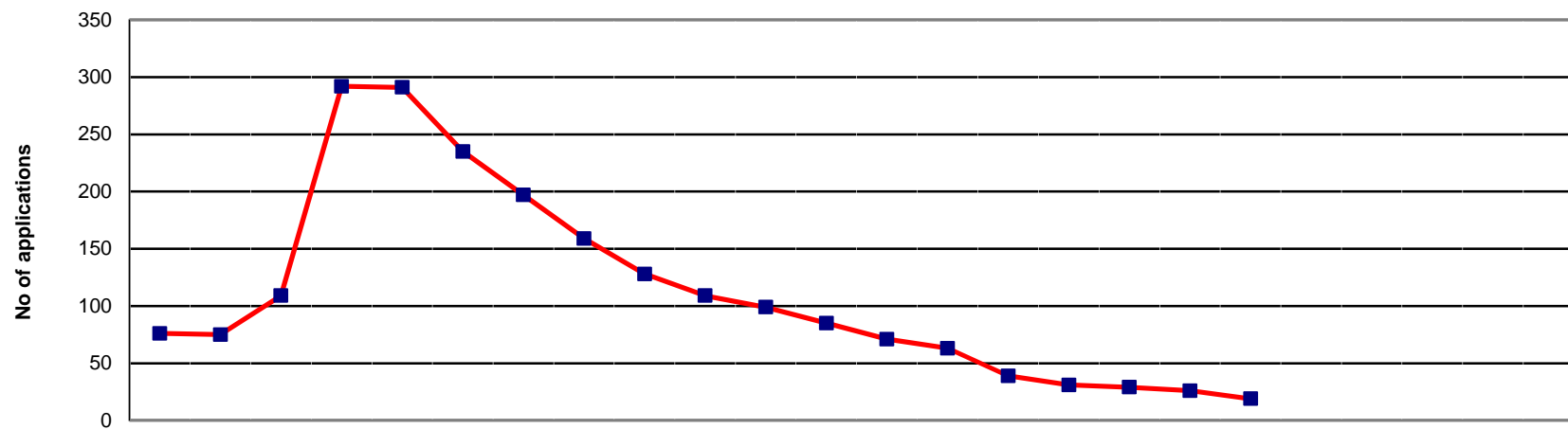
	2012			2013									2014									2008/9	09/10	10/11	11/12	12/13	13/14					
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	YTD		
AS	3,127	2,893	2,914	2,967	3,039	3,072	3,102	3,126	3,154	3,158	3,173	3,185	3,199	3,203	3,215	3,230	3,267	3,320	3,385							2,576	2,785	2,900	3,121	3,185	3,385	
BS	21,886	21,904	21,925	21,988	22,115	22,183	22,217	22,237	22,311	22,325	22,376	22,402	22,390	22,404	22,433	22,506	22,620	22,571	22,479							22,381	21,894	22,626	21,886	22,402	22,479	
CH	13,000	12,963	12,949	13,005	12,554	12,662	12,705	12,728	12,734	12,726	12,743	12,754	12,747	12,748	12,790	12,881	12,965	13,003	13,038							12,581	12,897	12,737	13,005	12,754	13,038	
CS	4,679	4,725	4,728	4,735	4,754	4,749	4,755	4,779	4,792	4,800	4,816	4,847	4,884	4,907	4,933	4,932	4,924	4,879	4,781							4,405	4,444	4,622	4,665	4,847	4,781	
DT	7,789	7,776	7,777	7,579	7,731	7,784	7,820	7,836	7,838	7,853	7,868	7,890	7,921	7,930	7,975	8,101	8,213	8,263	8,302							6,700	7,160	7,323	7,782	7,890	8,302	
HAD	1,724	1,731	1,725	1,758	1,694	1,725	1,748	1,765	1,780	1,788	1,801	1,806	1,811	1,811	1,817	1,842	1,885	1,915	1,940									1,587	1,772	1,806	1,940	
OT	31,928	32,120	32,187	32,454	32,879	33,044	33,171	33,359	33,456	33,500	33,612	33,717	33,789	33,837	33,918	34,182	34,474	34,604	34,561							30,122	30,351	32,134	31,946	33,717	34,561	
ODP	10,929	10,966	10,978	11,001	11,089	11,303	11,424	11,438	11,468	11,188	11,217	11,246	11,276	11,297	11,306	11,309	11,376	11,573	11,786							9,587	10,085	10,314	10,929	11,246	11,786	
OR	1,286	1,284	1,282	1,291	1,313	1,316	1,322	1,324	1,327	1,321	1,327	1,329	1,328	1,326	1,315	1,315	1,272	1,287	1,300							1,278	1,260	1,303	1,286	1,329	1,300	
PA	17,935	17,997	18,032	18,162	18,340	18,661	18,883	19,014	19,116	19,153	19,289	19,373	19,428	19,489	19,516	19,553	19,229	19,473	19,790							15,019	15,766	16,785	17,913	19,373	19,790	
PH	46,479	44,514	44,785	45,402	45,908	46,125	46,332	46,450	46,532	46,592	46,708	46,842	46,853	47,009	47,197	47,701	48,249	48,462	48,601							42,676	44,651	45,002	46,516	46,842	48,601	
PYL	17,864	18,015	18,072	18,156	18,271	18,415	18,775	18,997	19,121	19,169	19,294	19,341	19,331	18,545	18,768	18,862	18,933	19,033	19,379									15,583	17,161	17,845	19,341	19,379
PO	894	897	910	917	923	923	930	930	932	933	935	936	934	936	943	951	968	963	937							877	869	901	893	936	937	
RA	26,533	26,666	26,807	27,245	27,542	27,652	27,751	27,787	27,814	27,802	27,767	27,820	27,830	27,860	27,990	28,428	28,717	28,886	28,988							25,318	25,195	26,614	26,480	27,820	28,988	
SW*					88,474	88,678	88,992	89,225	89,722	81,944	83,005	83,421	83,584	83,653	83,925	84,325	85,060	85,695	86,603												83,421	86,603
SL	13,175	13,214	13,253	13,390	13,608	13,660	13,776	13,876	13,918	13,951	14,003	14,033	14,061	14,076	14,082	14,111	14,213	14,194	13,767							12,169	12,371	13,086	13,173	14,033	13,767	
Total	219,228	217,665	218,324	220,050	310,234	311,952	313,703	314,871	316,015	308,203	309,934	310,942	311,366	311,031	312,123	314,229	316,365	318,121	319,637							185,689	205,311	215,095	219,212	310,942	319,637	

NOTE: Information captured last day of each calendar month

*Social worker section of register opened 1st Aug 2012 (covers England only)

Health and Care Professions Council Grandparent applications workflow process at end of each month April 2012 - March 2014

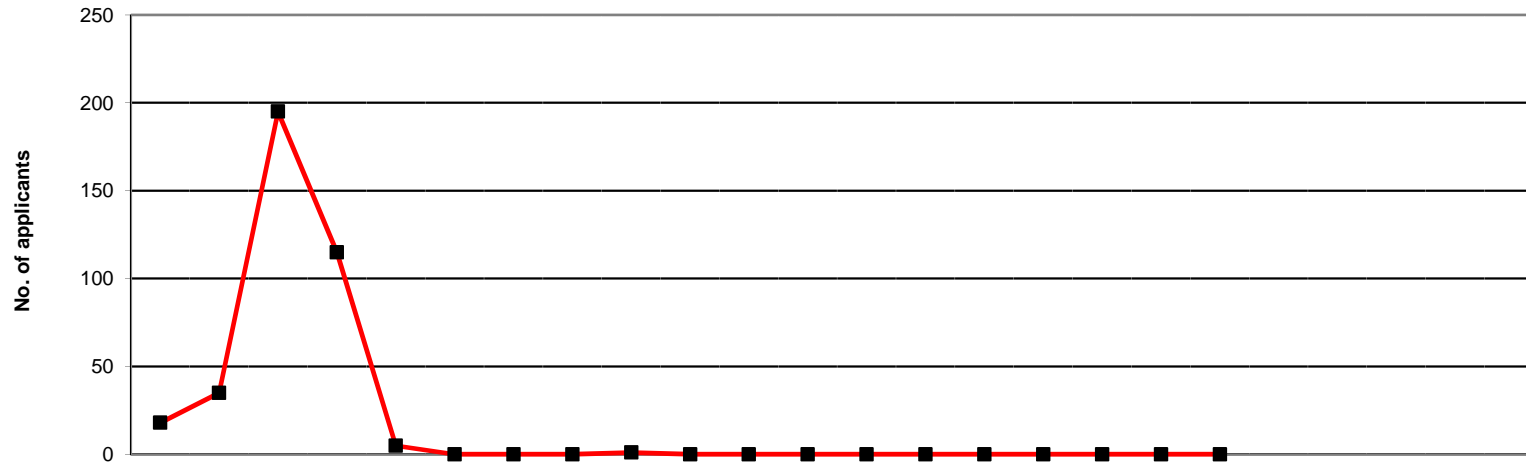
Registration



Current status	2012			2013									2014											
	Apr	May	Jun	Jul*	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Minimum info	32	31	60	129	28	20	13	12	5	5	3	2	1	1	0	0	0	0	0					
At scrutiny	39	39	45	153	247	182	162	135	107	93	80	64	47	40	31	28	26	22	16					
Pending reg fee	5	5	4	10	16	33	22	12	16	11	16	19	23	22	8	3	3	4	3					
Total	76	75	109	292	291	235	197	159	128	109	99	85	71	63	39	31	29	26	19					

	11/12 FYE	12/13 FYE	13/14 YTD
	4	28	0
	28	112	30
	5	14	9
Total	37	155	40
Average	Average	Average	Average

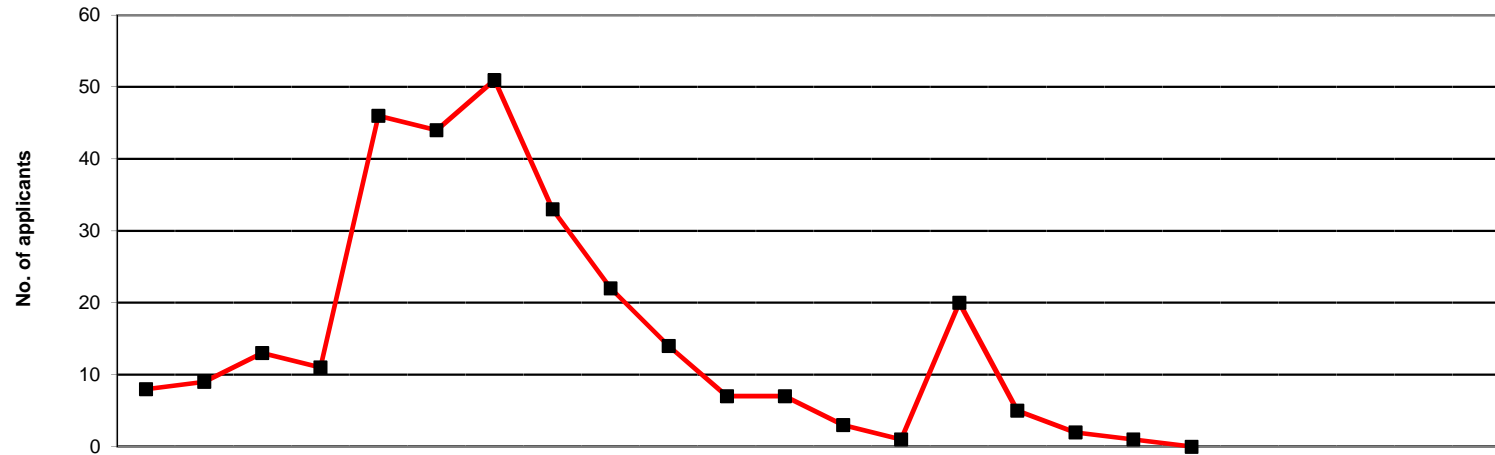
NOTE: Information covers grandparenting applications status progress only
 Represents the current workload within the grandparenting section as at the end of the month
No new forms accepted after delivery of first post 2nd July 2012



	2012			2013									2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Practitioner psychologists *	18	35	195	115	5	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

09/10	10/11	11/12	12/13	13/14
FYE	FYE	FYE	FYE	YTD
93	170	142	369	0

* Practitioner psychologists section of register opened 1st July 2009
 No new forms accepted after delivery of first post 2nd July 2012

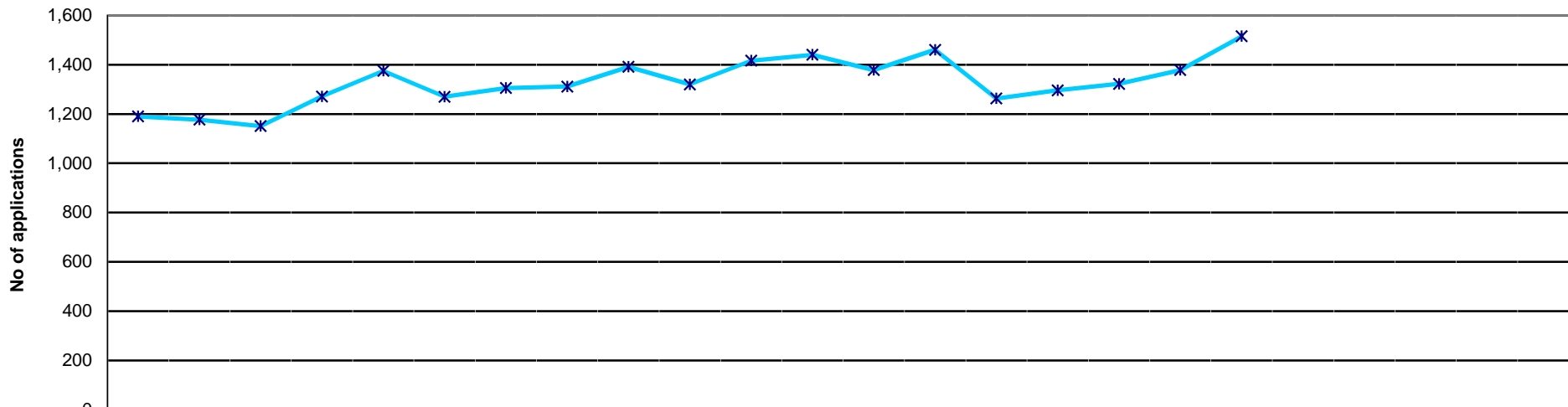


	2012			2013									2014												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Practitioner psychologists *	8	9	13	11	46	44	51	33	22	14	7	7	3	1	20	5	2	1	0						

09/10 FYE	10/11 FYE	11/12 FYE	12/13 FYE	13/14 YTD
63	96	65	265	32

* Practitioner psychologists section of register opened 1st July 2009
 No new forms accepted after delivery of first post 2nd July 2012

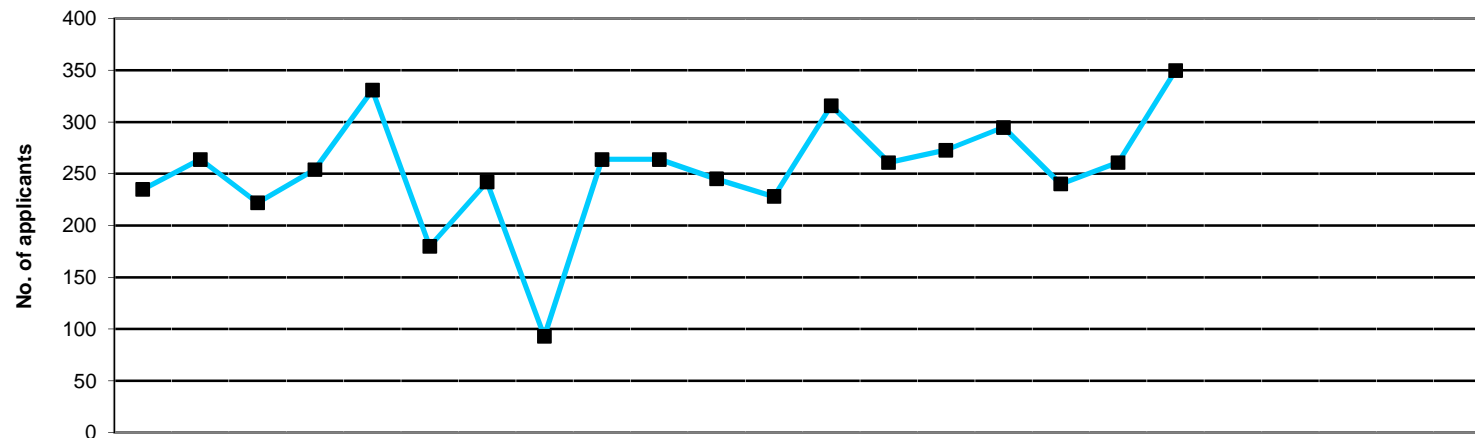
Health and Care Professions Council International applications workflow process at end of each month April 2012 - March 2014 Registration Department



Current status	2012			2013									2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Minimum info	358	399	304	392	316	318	347	365	382	352	357	406	301	355	200	279	286	365	201					
At scrutiny	586	572	616	661	827	684	730	748	783	732	798	736	782	830	784	768	777	741	1,000					
Pending reg fee	246	206	231	218	232	268	228	198	226	236	261	298	295	275	279	249	259	272	314					
Total	1,190	1,177	1,151	1,271	1,375	1,270	1,305	1,311	1,391	1,320	1,416	1,440	1,378	1,460	1,263	1,296	1,322	1,378	1,515					

11/12 FYE	12/13 FYE	13/14 YTD
74	358	284
490	706	812
187	237	278
751	1,301	1,373
Average		

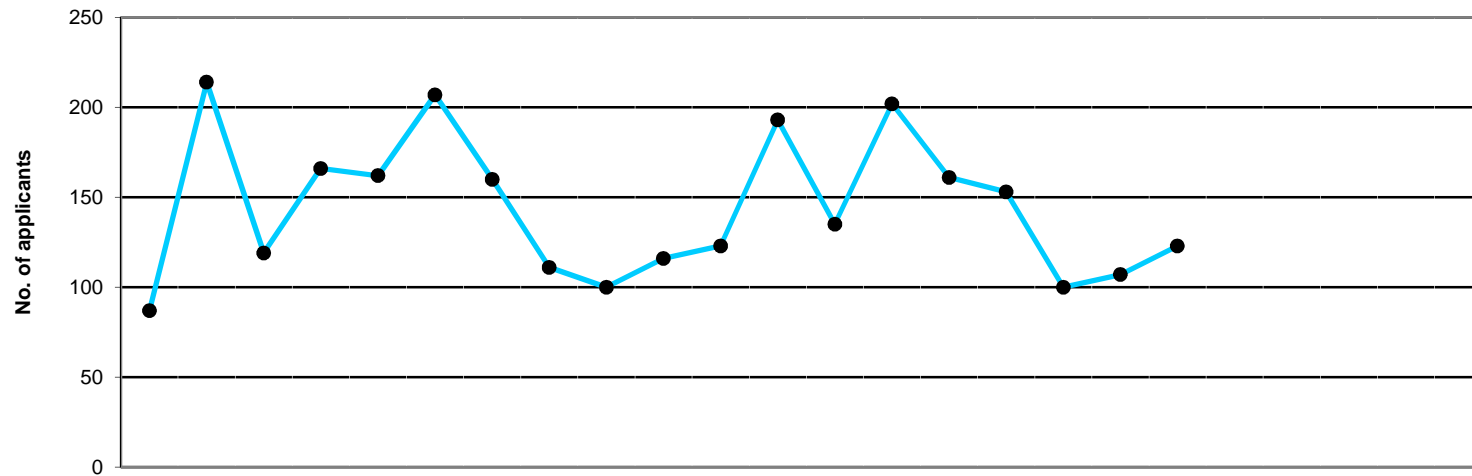
NOTE: Information covers international applications status progress only
Represents the current workload within the International Department as at the end of the month



	2012			2013									2014						2008/9	09/10	10/11	11/12	12/13	13/14					
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE
Arts Therapists	4	2	0	1	2	1	1	0	2	1	0	3	0	0	2	4	1	1	2	16	12	23	23	17	10				
Bio. Scientists	14	32	26	36	20	14	25	6	11	20	17	16	24	18	29	22	16	16	29	307	290	273	197	237	154				
Chirops/ Pods	0	2	2	1	4	1	4	0	2	2	3	2	1	2	2	3	6	3	2	23	34	25	31	23	19				
CI Scientists	8	13	9	14	5	3	4	2	8	4	9	7	5	3	6	8	5	6	9	50	61	72	74	86	42				
Dietitians	16	25	12	13	16	7	12	3	12	7	7	6	22	13	17	16	11	12	12	132	137	139	148	136	103				
Hearing aid disps	2	1	1	2	1	0	1	0	0	1	2	1	4	2	4	11	1	2	3			6	10	12	27				
OTs	17	26	29	29	31	26	41	10	23	32	29	27	28	22	27	25	22	34	34	404	340	381	306	320	192				
ODPs	0	1	1	1	3	3	3	0	2	1	0	0	0	0	0	1	1	3	2	8	10	9	12	15	7				
Orthoptists	1	1	0	1	1	0	1	0	0	0	0	0	0	0	2	0	0	1	0	3	1	5	4	5	3				
Paramedics	5	4	5	5	5	3	8	3	4	4	6	6	7	4	7	6	6	10	5	46	50	39	40	58	45				
Physiotherapists	97	97	73	72	70	48	70	34	85	97	73	63	104	99	80	88	72	71	104	774	745	796	874	879	618				
Pract psychs	23	21	17	27	16	13	9	8	32	16	20	17	17	13	21	21	21	18	22		156	236	188	219	133				
Prosth/Orthotists	0	1	1	1	2	0	2	0	1	1	1	0	1	0	1	0	0	0	0	9	3	10	10	10	2				
Radiographers	29	27	33	37	27	24	29	9	32	33	30	26	40	24	30	43	35	33	52	364	312	417	397	336	257				
Social workers*					113	17	24	10	38	26	33	40	49	45	35	33	24	31	52					301	269				
SLTs	19	11	13	14	15	20	8	8	12	19	15	14	14	16	10	14	19	20	22	154	173	166	190	168	115				
Total	235	264	222	254	331	180	242	93	264	264	245	228	316	261	273	295	240	261	350	2,290	2,324	2,597	2,504	2,822	1,996				

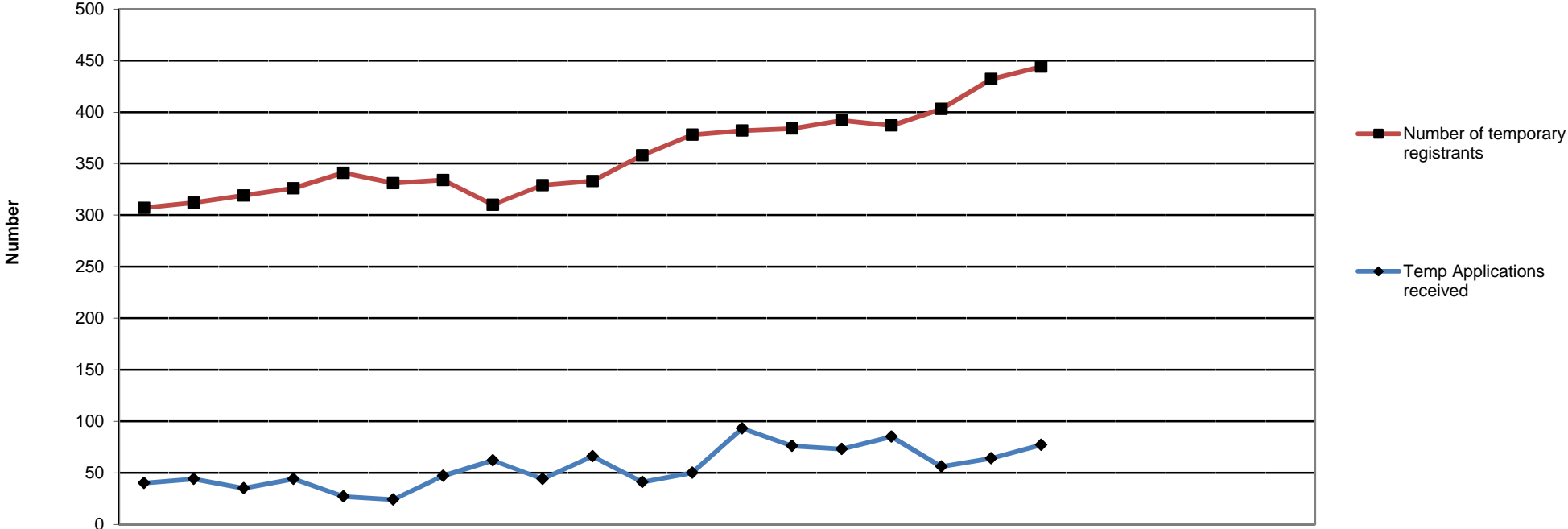
All received applications, including those that may subsequently be returned, rejected or withdrawn.

*Social worker section of register open 1st Aug 2012 (covers England only)

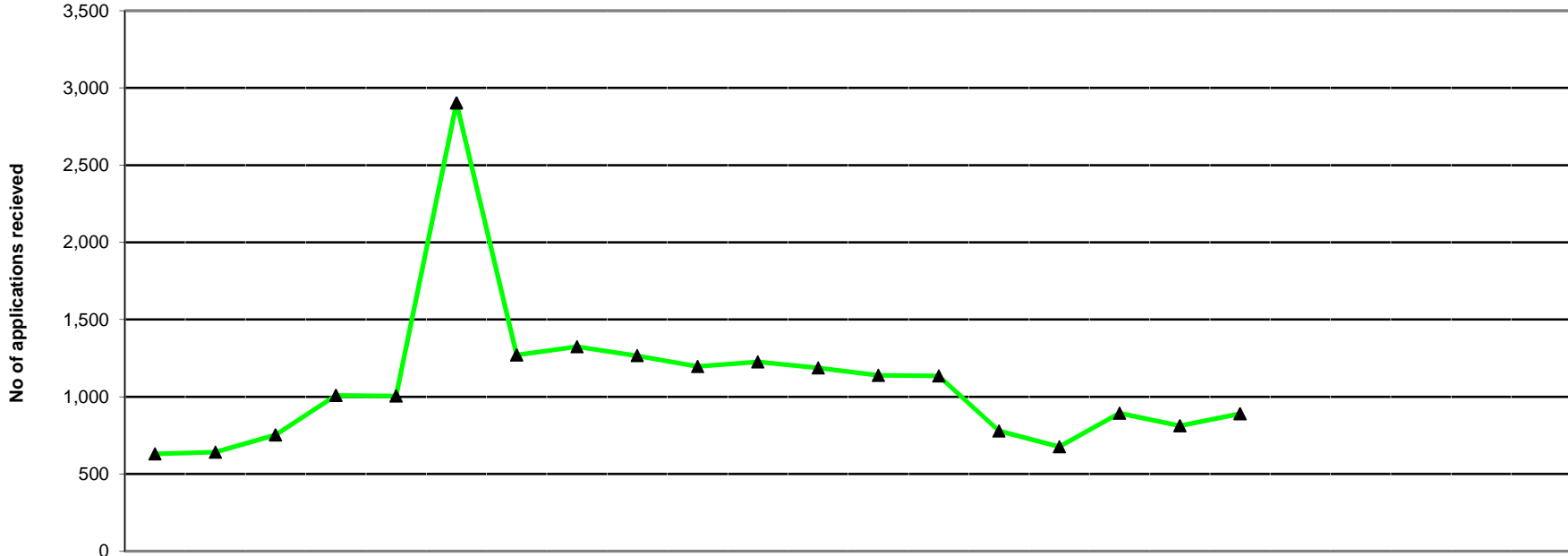


	2012			2013									2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Arts therapists	2	2	4	0	0	1	1	0	1	0	0	3	2	0	1	0	0	1	0					
Bio. scientists	10	14	7	9	9	22	18	8	21	9	13	14	16	13	9	16	7	1	7					
Chirops/ pods	2	0	0	0	6	1	1	1	1	0	2	1	1	2	2	1	2	0	1					
CI scientists	3	3	0	3	3	1	6	2	0	5	3	5	2	1	2	2	2	0	5					
Dietitians	2	5	0	23	14	13	7	3	6	8	7	9	4	6	1	12	3	6	5					
Hearing aid disps	0	0	0	0	2	2	0	2	0	1	0	1	0	0	0	2	0	0	1					
OTs	22	29	10	29	14	29	9	38	13	15	22	19	26	17	25	23	7	10	6					
ODPs	0	0	0	0	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0					
Orthoptists	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0					
Paramedics	0	5	0	0	1	9	0	1	2	2	2	2	2	2	0	2	0	4	2					
Physiotherapists	11	113	46	55	68	79	65	28	24	39	47	58	30	105	54	38	37	45	42					
Pract psychs	5	7	12	11	8	11	9	6	7	5	5	9	9	4	22	8	3	9	10					
Prosth/orthotists	1	0	0	0	0	0	1	0	0	1	3	0	0	0	2	0	0	0	1					
Radiographers	22	26	24	18	25	33	25	8	12	9	4	35	18	24	17	15	14	13	18					
Social workers*					0	0	0	0	4	12	5	28	15	18	18	25	19	15	9					
SLTs	7	10	16	18	12	6	17	14	9	10	9	9	10	10	6	9	6	3	16					
Total	87	214	119	166	162	207	160	111	100	116	123	193	135	202	161	153	100	107	123					

2007/8	2008/9	09/10	10/11	11/12	12/13	13/14
FYE	FYE	FYE	FYE	FYE	FYE	YTD
8	6	4	15	10	14	4
231	236	162	202	122	154	69
39	27	15	17	16	15	9
30	28	22	26	23	34	14
94	97	80	88	78	97	37
			4	5	8	3
302	283	255	289	217	249	114
5	2	5	3	3	1	2
4	3	0	1	2	1	0
14	22	25	23	20	24	12
567	608	460	500	463	633	351
		95	127	91	95	65
6	3	1	6	7	6	3
428	336	206	270	216	241	119
					49	119
134	105	114	130	116	137	60
1,862	1,756	1,444	1,701	1,389	1,758	981



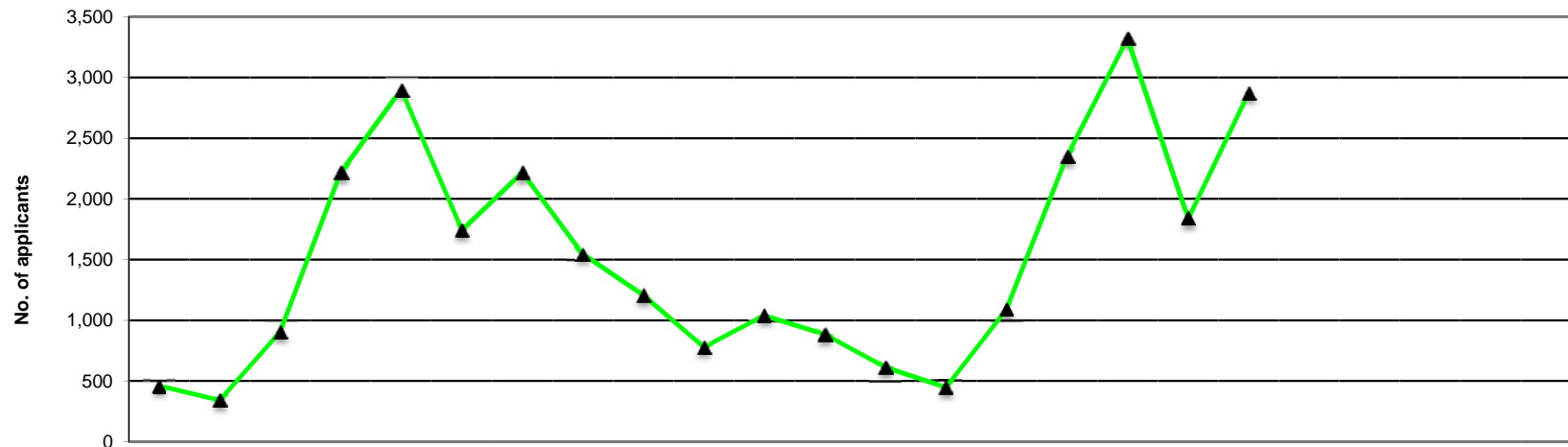
	2012			2013									2014									11/12	12/13	13/14					
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	YTD		
Temp Applications received	40	44	35	44	27	24	47	62	44	66	41	50	93	76	73	85	56	64	77								494	524	524
Number of temporary registrants	307	312	319	326	341	331	334	310	329	333	358	378	382	384	392	387	403	432	444								3,714	3,978	2,824



Current status	2012			2013									2014									11/12	12/13	13/14									
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	YTD						
Minimum info	625	636	746	1,000	1,000	2,892	1,266	1,319	1,262	1,190	1,222	1,182	1,134	1,130	778	674	887	802	882									645	1,195	898			
At scrutiny	5	6	5	9	6	10	5	6	4	6	4	5	5	5	0	1	7	4	5											6	6	4	
Pending reg fee	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	6	4												0	0	2
Total	630	642	752	1,009	1,006	2,903	1,271	1,325	1,266	1,196	1,226	1,187	1,139	1,135	778	676	894	812	891									651	1,201	904			
Average																																	

NOTE: Information covers UK applications only
 Represents the current workload within the UK section as at the end of the month

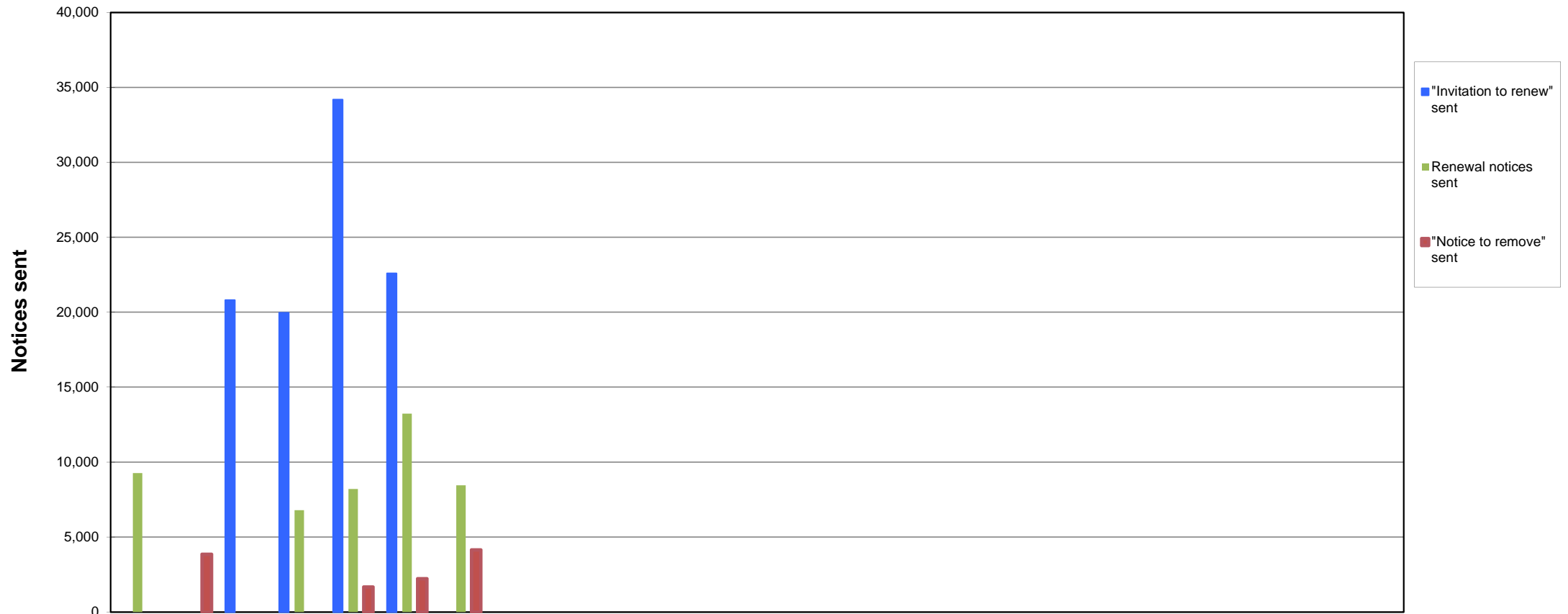
Health and Care Professions Council New UK Applications Received April 2012 - March 2014 Registration Department



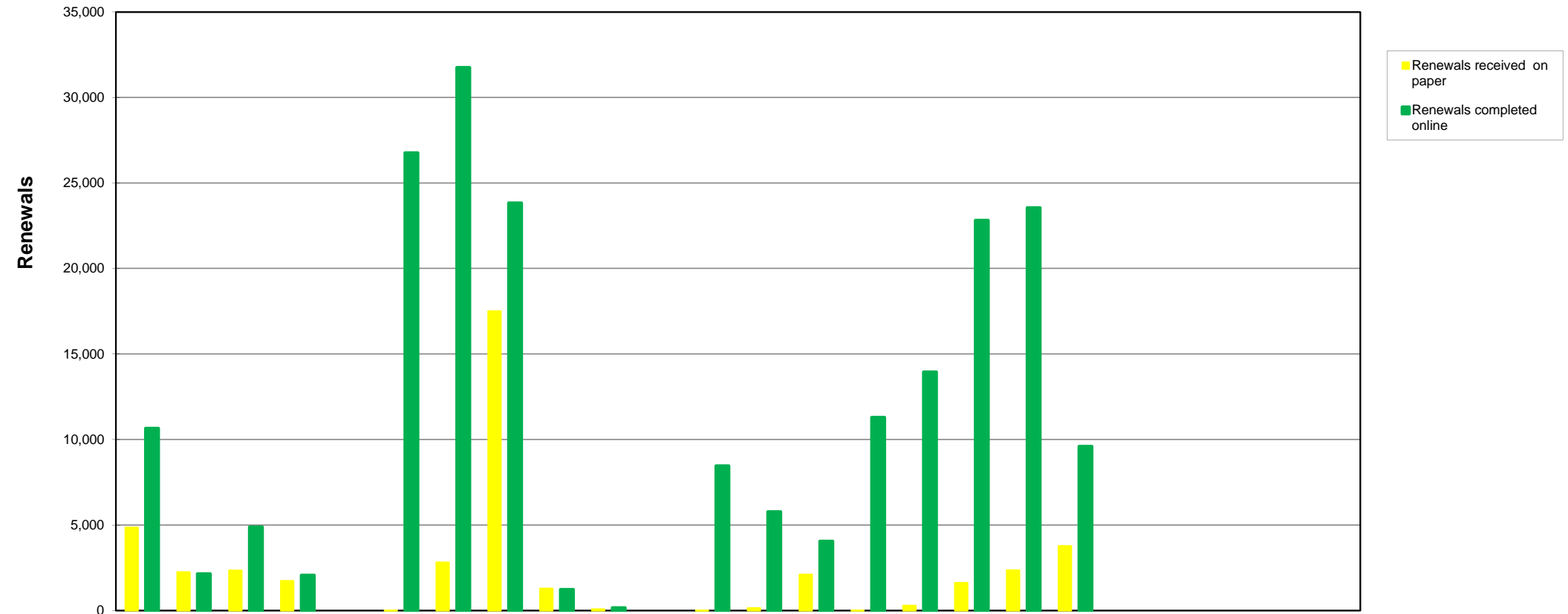
	2012			2013									2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Arts therapists	10	11	8	23	68	29	35	26	20	8	20	13	8	8	13	17	53	44	71					
Bio. scientists	33	26	31	92	161	60	80	65	60	43	48	47	40	32	47	104	134	66	101					
Chirops/pods	4	2	72	111	75	40	33	14	11	3	5	6	1	5	52	98	110	44	43					
CI Scientists	34	18	13	17	24	5	5	23	17	25	17	26	43	21	30	31	32	14	24					
Dietitians	29	13	40	147	105	24	26	10	4	6	9	31	20	7	60	127	115	43	33					
Hearing aid disps	10	8	12	50	47	19	25	11	13	6	13	13	8	2	8	24	60	24	24					
OTs	57	60	96	284	423	162	212	122	75	63	99	89	68	41	94	261	445	197	271					
ODPs	54	14	15	24	183	193	115	18	32	17	11	39	30	25	4	7	113	220	190					
Orthoptists	0	0	0	15	22	5	8	3	4	0	2	2	0	0	1	11	29	6	11					
Paramedics	58	42	61	160	261	296	238	127	111	79	146	89	78	59	66	102	144	170	299					
Physiotherapists	43	39	212	591	370	133	175	100	59	56	72	87	43	36	195	541	513	143	180					
Pract psychs	73	46	70	58	70	118	325	152	105	46	85	54	34	40	55	28	61	71	357					
Prosth/orthotists	2	3	15	10	8	3	4	1	0	0	2	3	0	0	10	22	17	2	4					
Radiographers	28	38	219	483	237	96	102	42	26	20	17	35	13	16	203	451	302	133	129					
Social workers*					654	484	735	749	631	380	447	315	202	150	242	439	1,022	580	1,049					
SLTs	25	20	40	151	192	76	99	82	39	27	47	33	23	6	9	88	171	79	87					
Total	460	340	904	2,216	2,900	1,743	2,217	1,545	1,207	779	1,040	882	611	448	1,089	2,351	3,321	1,836	2,873					

2008/9	09/10	10/11	11/12	12/13	13/14
FYE	FYE	FYE	FYE	FYE	YTD
235	234	257	257	271	214
836	831	894	804	746	524
282	429	427	362	376	353
469	218	240	279	224	195
452	444	453	402	444	405
		1,787	146	227	150
1,873	1,763	1,720	1,578	1,742	1,377
636	508	622	686	715	589
106	46	53	42	61	58
1,402	1,158	1,163	1,519	1,668	918
2,531	2,221	2,026	1,826	1,937	1,651
	2,138	2,043	1,258	1,202	646
51	37	39	35	51	55
1,377	1,251	1,221	1,140	1,343	1,247
				4,395	3,684
834	759	739	1,019	831	463
11,084	12,037	13,684	11,353	16,233	12,529

*Social worker section of register opened 1st Aug 2012 (covers England only)

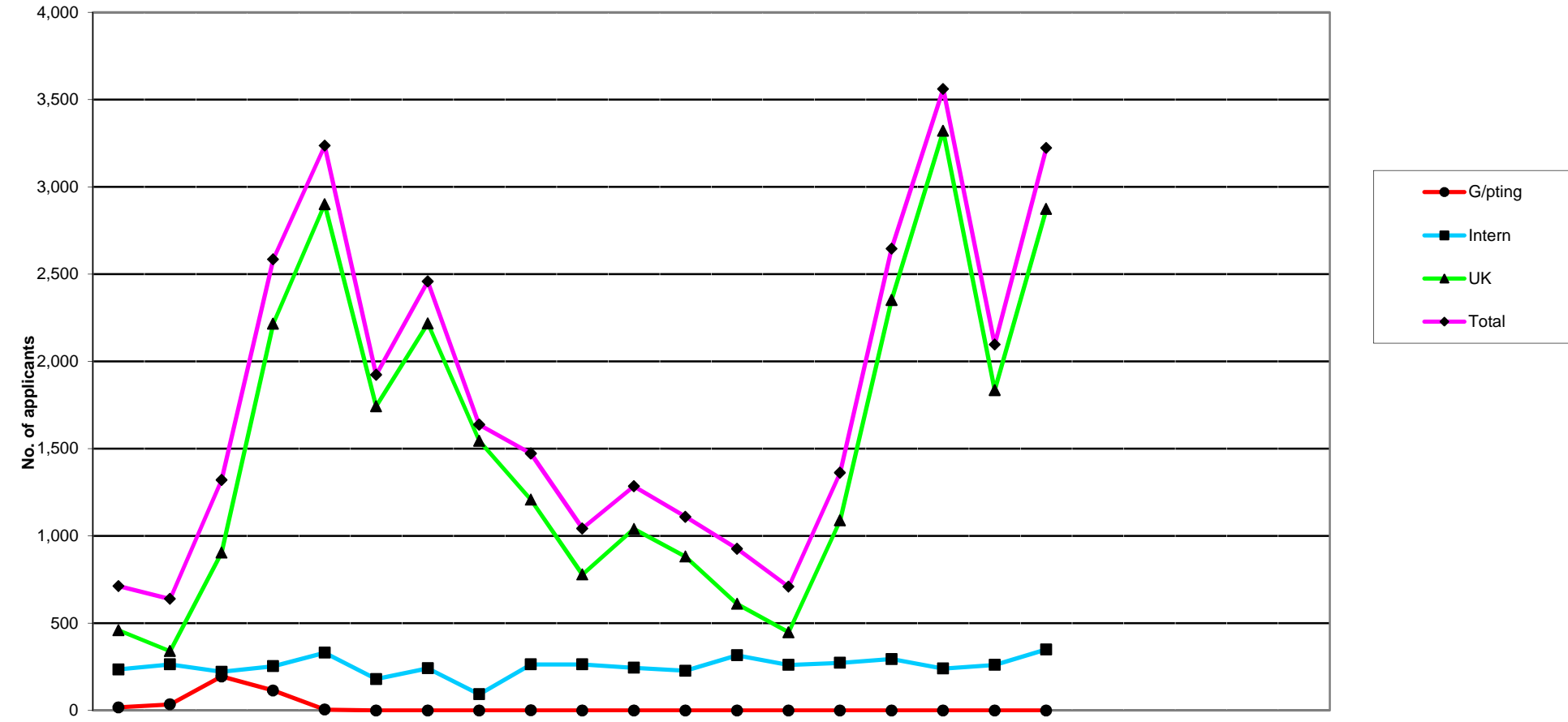


	2013			2014									2015									13/14 YTD				
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Jan	Feb	Mar	
"Invitation to renew" sent	0	0	20,813	19,960	34,182	22,596	0																			97,551
Renewal notices sent	9,273	0	0	6,799	8,216	13,239	8,454																			45,981
"Notice to remove" sent	0	3,857	0	0	1,662	2,227	4,144																			11,890
Total	9,273	3,857	20,813	26,759	44,060	38,062	12,598																			155,422



	2012												2013												2014												11/12	12/13	13/14
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	YTD												
Renewals received on paper	4,863	2,246	2,341	1,731	0	4	2,824	17,511	1,286	83	0	3	154	2,113	10	290	1,618	2,367	3,773	60,141	32,892	10,325																	
Renewals completed online	10,656	2,144	4,887	2,065	0	26,756	31,744	23,829	1,228	154	0	8,453	5,777	4,055	11,292	13,947	22,820	23,553	9,590	108,657	111,916	91,034																	
Registrants removed	0	4,887	232	0	0	0	0	0	0	8,744	0	0	0	0	721	0	0	418	0	5,632	13,863	1,139																	

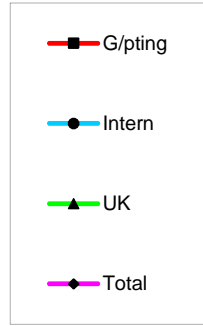
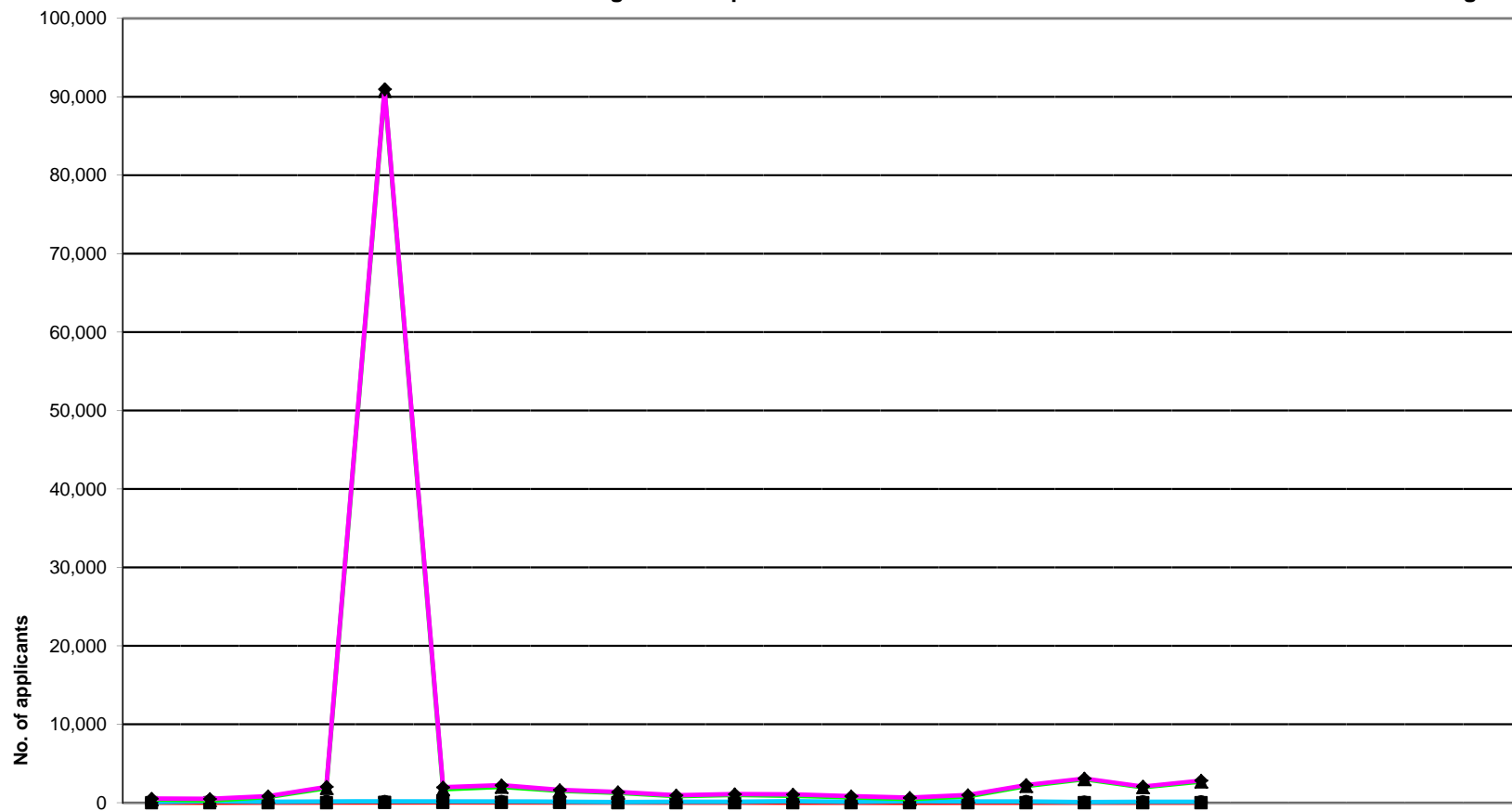
Health and Care Professions Council Application Types Received April 2012 - March 2014 Registration Department



Apps Received	2012												2013												2014															
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
G/pting	18	35	195	115	5	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Intern	235	264	222	254	331	180	242	93	264	264	245	228	316	261	273	295	240	261	350	316	261	273	295	240	261	350	316	261	273	295	240	261	350	316	261	273	295	240	261	350
UK	460	340	904	2,216	2,900	1,743	2,217	1,545	1,207	779	1,040	882	611	448	1,089	2,351	3,321	1,836	2,873	611	448	1,089	2,351	3,321	1,836	2,873	611	448	1,089	2,351	3,321	1,836	2,873	611	448	1,089	2,351	3,321	1,836	2,873
Total	713	639	1,321	2,585	3,236	1,923	2,459	1,638	1,472	1,043	1,285	1,110	927	709	1,362	2,646	3,561	2,097	3,223	927	709	1,362	2,646	3,561	2,097	3,223	927	709	1,362	2,646	3,561	2,097	3,223	927	709	1,362	2,646	3,561	2,097	3,223

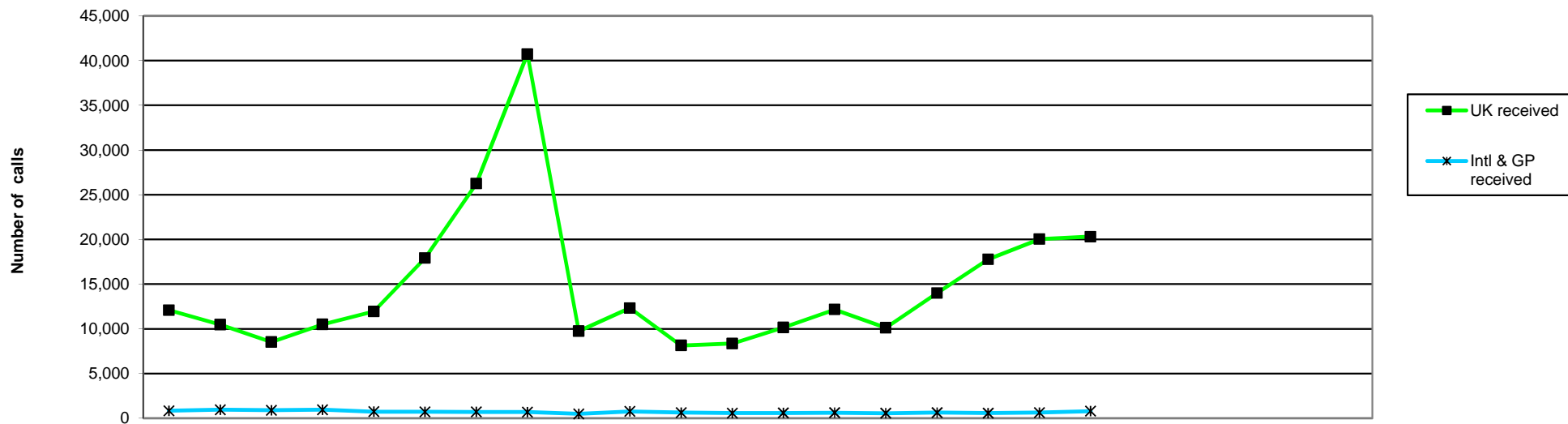
2007/8	2008/9	09/10	10/11	11/12	12/13	13/14
FYE	FYE	FYE	FYE	FYE	FYE	YTD
0	369	93	170	142	369	0
2,300	2,290	2,324	2,597	2,504	2,822	1,996
8,971	11,084	12,037	13,684	11,353	16,233	12,529
11,271	13,743	14,454	16,451	13,999	19,424	14,525

NB The data relates to application forms received, not total fees received.

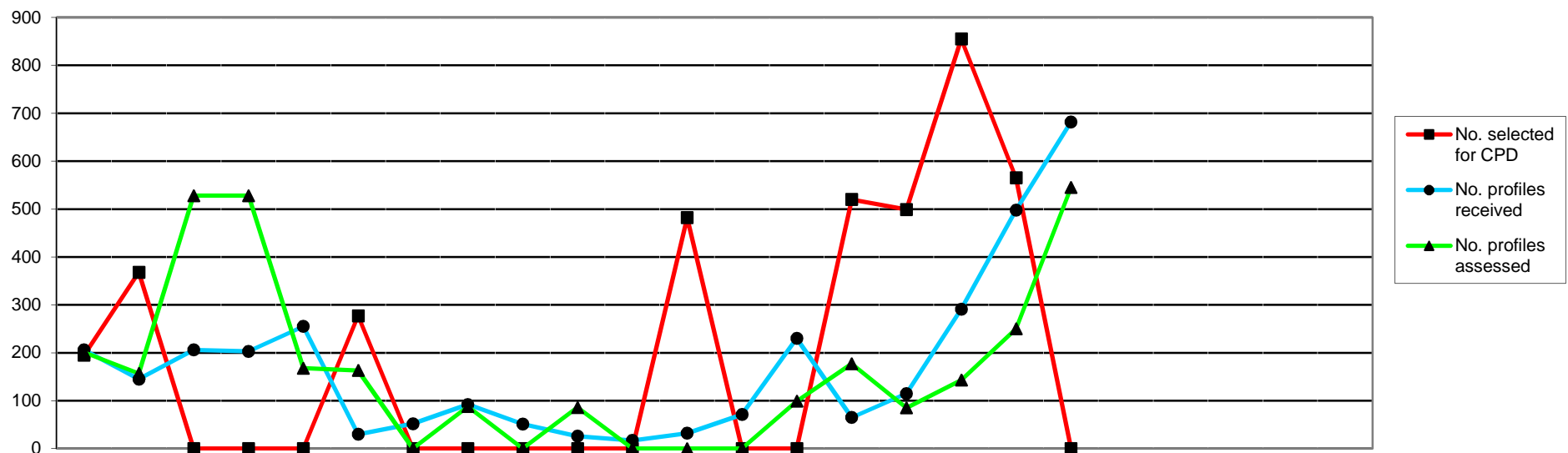


	2012												2013												2014												2007/8	2008/9	09/10	10/11	11/12	12/13	13/14
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug*	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug*	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	FYE	YTD
G/pting	8	9	13	11	46	44	51	33	22	14	7	7	3	1	20	5	2	1	0					3	1	20	5	2	1	0						9	0	63	96	65	265	32	
Intern	87	214	119	166	162	207	160	111	100	116	123	193	135	202	161	153	100	107	123					135	202	161	153	100	107	123						1,862	1,756	1,444	1,701	1,389	1,758	981	
UK	439	294	711	1,875	90,799	1,727	2,034	1,512	1,251	842	992	870	687	463	813	2,135	3,009	1,974	2,715					687	463	813	2,135	3,009	1,974	2,715						8,355	10,774	11,069	11,122	10,675	103,346	11,796	
Total	534	517	843	2,052	91,007	1,978	2,245	1,656	1,373	972	1,122	1,070	825	666	994	2,293	3,111	2,082	2,838					825	666	994	2,293	3,111	2,082	2,838						10,226	12,530	12,576	12,919	12,129	105,369	12,809	

* The inflated figure for UK for August includes the new SW's added on the 1st August 2012

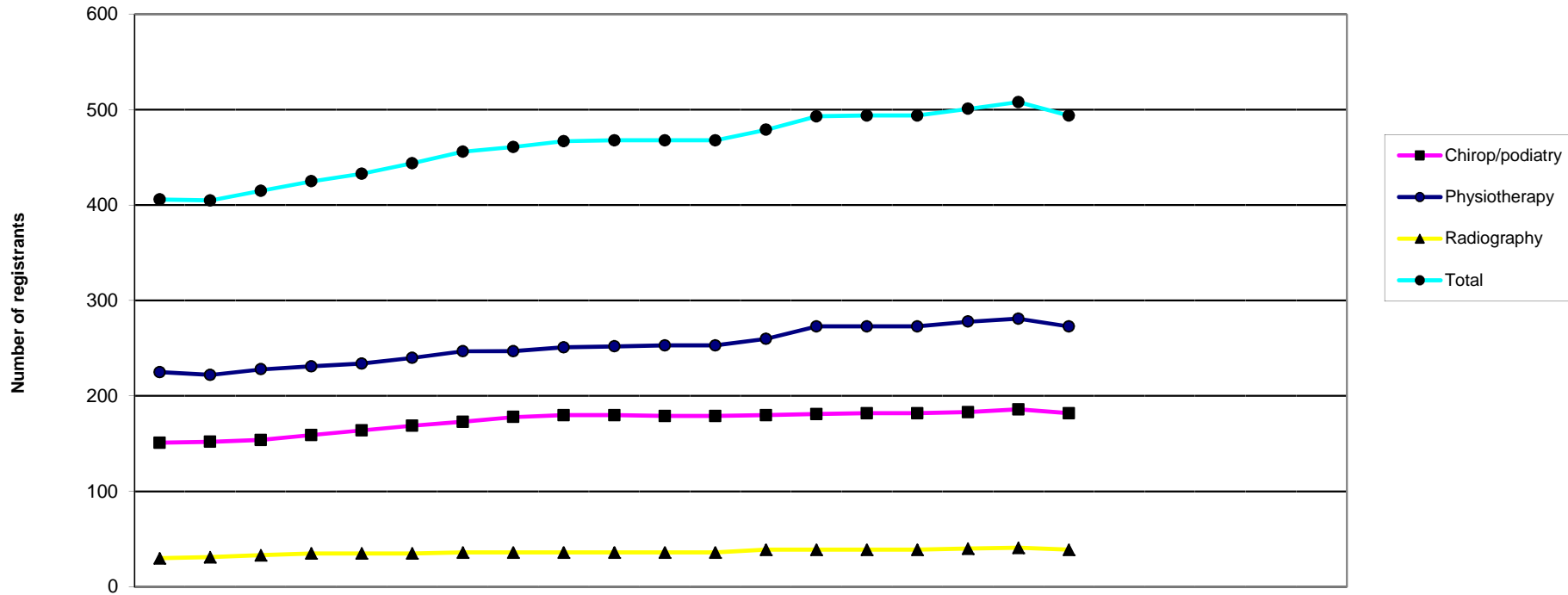


	2012			2013									2014						2008/9	09/10	10/11	11/12	12/13	13/14											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	YTD					
Intl & GP																																			
Intl & GP received	833	963	896	954	737	723	707	685	488	766	638	590	591	620	563	636	589	645	794											12,732	14,348	16,702	12,886	8,980	4,438
Answered	794	877	848	914	675	705	682	662	450	697	587	545	542	561	539	610	571	632	770											11,397	14,185	15,969	12,137	8,436	4,225
Calls answered (%)	95	91	95	96	92	98	96	97	92	91	92	92	92	90	96	96	97	98	97											90	95	96	94	94	95
Abandoned	39	86	48	40	62	18	25	23	38	69	51	45	38	63	24	26	18	13	24											1,335	841	712	749	544	206
Avg answer time (sec)	52	46	59	42	54	32	35	46	82	82	74	31	60	55	41	32	23	22	31											36	36	41	49	53	38
Avg talk time (min)	4.17	4.14	3.49	3.51	3.44	4.12	3.54	3.59	4.00	4.04	4.07	4.08	4.09	3.49	3.53	3.56	3.47	3.52	3.40											3.25	3.18	3.41	3.29	3.85	3.58
UK																																			
UK received	12,099	10,481	8,533	10,516	11,965	17,941	26,254	40,761	9,757	12,333	8,138	8,369	10,151	12,177	10,138	14,028	17,789	20,043	20,327											92,018	119,887	86,890	114,847	177,147	104,653
Answered	11,282	9,891	7,999	10,047	11,348	17,274	24,189	29,337	9,041	11,178	7,715	8,033	9,421	10,968	9,713	13,181	16,693	18,836	17,810											78,293	111,573	83,218	109,818	157,334	96,622
Calls answered (%)	93	94	94	95	95	96	92	72	93	91	95	96	93	90	96	94	94	94	88											92	95	96	96	92	93
Abandoned	817	590	534	469	617	667	2,065	11,424	716	1,155	423	336	730	1,209	425	839	1,096	1,207	2,517											13,725	8,314	3,652	5,029	19,813	8,023
Avg answer time (sec)	51	28	55	39	42	34	61	279	63	77	47	64	55	82	37	54	59	56	110											85	48	36	38	70	65
Avg talk time (min)	3.10	5.63	3.02	3.01	3.21	3.01	2.58	3.06	3.13	3.20	3.21	3.15	3.10	3.11	3.02	2.45	2.48	2.55	2.57											2.58	2.37	2.47	2.61	3.28	2.75



	2012			2013										2014			11/12	12/13	13/14									
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	YTD	
No. selected for CPD	195	368	0	0	0	277	0	0	0	0	0	482	0	0	520	499	855	565	0							4,258	1,322	2,439
No. profiles received	206	145	206	203	255	30	52	92	51	26	17	32	71	230	65	115	291	498	682							2,600	1,315	1,952
No. profiles assessed	201	157	528	528	168	163	0	88	0	86	0	0	0	99	177	85	143	250	545							2,225	1,919	1,299

Health and Care Professions Council Number of registrants with supplementary prescribing rights April 2012 - March 2014



	2012			2013									2014												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Chirop/podiatry	151	152	154	159	164	169	173	178	180	180	179	179	180	181	182	182	183	186	182						
Physiotherapy	225	222	228	231	234	240	247	247	251	252	253	253	260	273	273	273	278	281	273						
Radiography	30	31	33	35	35	35	36	36	36	36	36	36	39	39	39	39	40	41	39						
Total	406	405	415	425	433	444	456	461	467	468	468	468	479	493	494	494	501	508	494						

2007/8	2008/9	09/10	10/11	11/12	12/13	13/14
FYE	FYE	FYE	FYE	FYE	FYE	YTD
40	78	112	129	149	179	183
74	109	148	182	224	253	278
7	19	20	23	30	36	40
121	206	280	334	403	468	501

APPENDIX ONE

HEALTH AND CARE PROFESSIONS COUNCIL

**Month 6 - Reforecast
For the year ended 31 March 2014**

HEALTH AND CARE PROFESSIONS COUNCIL

Page

MONTH 6 REFORECAST FOR YEAR ENDING 31 MARCH 2014

CONTENTS

Key Assumptions	3
Detailed Summary	
- Income & expenditure	4
- Commentary Income & expenditure	5
- Income By Activity	6
- Project Expenditure	7
- Capital Expenditure	8
- Cashflow	9
- Statement of Financial Position	10

HEALTH AND CARE PROFESSIONS COUNCIL

MONTH 6 REFORECAST FOR YEAR ENDING 31 MARCH 2014

CHANGES TO KEY ASSUMPTIONS

Reforecast

1. HCPC will undertake up to 13 major projects (2012 : 9)
2. There will be 42 approval visits and 5 annual monitoring assessment days (2012: 65 and 6)
3. The total number of allegations is anticipated to be 2851 (2012: 1700). There will be an estimated 1,289 days of hearing (including reviews, appeals and ICP')
4. The number of employees posts will increase to 216 by 31.03.14.(2012 : 186)

ORIGINAL KEY ASSUMPTIONS

Council Approved Budget

1. HCPC will undertake 15 major projects (2012 : 9)
2. The Income includes a full year register for the Social Workers.
3. 11 professions will commence a new 2 year cycle (2012: 5).
4. There will be 71 approval visits and 8 annual monitoring assessment days (2012: 65 and 6)
5. The total number of allegations is anticipated to be 2100 (2012: 1700). There will be an estimated 1300 days of hearing (including reviews, appeals and ICP')
6. The number of employees will increase to 204 by 31.03.14.(2012 : 186)
7. The overall annual salary increase is 2.6 % (agreed by the Remuneration Committee) (2012 : 1.9%)

HEALTH AND CARE PROFESSIONS COUNCIL

MONTH 6 REFORECAST FOR YEAR ENDING 31 MARCH 2014

INCOME AND EXPENDITURE

	Budget 2013-14 £	Reforecast 2013-14 £	Variance £	Variance %	YTD Actual £
INCOME					
Arts Therapists	271,510	245,324	(26,186)	(11%)	123,613
Biomedical Scientists	1,743,891	1,765,011	21,120	1%	883,939
Chiropractors/ Podiatrists	999,384	977,305	(22,079)	(2%)	492,079
Clinical Scientists	380,700	384,361	3,661	1%	189,867
Dieticians	677,751	652,780	(24,971)	(4%)	329,212
Hearing Aid Dispensers	162,123	154,673	(7,450)	(5%)	76,836
Occupational Therapists	2,624,271	2,696,057	71,786	3%	1,346,557
Operating Department Practitioners	933,610	850,282	(83,328)	(10%)	422,580
Orthoptists	106,284	102,732	(3,552)	(3%)	50,793
Paramedics	1,538,472	1,417,144	(121,328)	(9%)	706,557
Physiotherapists	3,888,167	3,903,025	14,858	0%	1,976,868
Practitioner Psychologists	1,434,703	1,457,633	22,930	2%	730,924
Prosthetists & Orthotists	72,806	78,411	5,605	7%	36,644
Radiographers	2,302,382	2,216,246	(86,136)	(4%)	1,157,030
Speech & Language Therapists	1,134,951	1,117,197	(17,754)	(2%)	556,393
Social Workers	6,436,671	6,750,755	314,084	5%	3,372,887
Registration Income	24,707,676	24,768,935	61,259	(0)	12,452,779
Cheque/credit card adjustments	(3,000)	(3,000)	-	0%	1693
TOTAL INCOME	24,704,676	24,765,935	61,259	0%	12,454,472
EXPENDITURE					
Departments					
Chair	78,833	77,374	(1,459)	(2%)	32,364
Chief Executive	377,444	379,212	1,768	0%	215,333
Council, Committees & PLG	251,528	255,031	3,503	1%	99,641
Communications	1,144,901	1,113,243	(31,658)	(3%)	576,613
Education	1,068,533	1,035,190	(33,343)	(3%)	436,317
Facilities Management	1,453,051	1,314,394	(138,657)	(11%)	685,765
Finance	712,268	811,944	99,676	12%	397,206
Fitness to Practise	12,268,125	11,991,838	(276,287)	(2%)	5,588,957
Human Resources	509,187	611,498	102,311	17%	242,591
Human Resources Partners	430,767	410,705	(20,062)	(5%)	157,096
IT Department	1,418,367	1,447,275	28,908	2%	681,342
Operations Office	685,622	602,591	(83,031)	(14%)	270,038
Policy & Standards	398,177	367,627	(30,550)	(8%)	178,949
Major projects	420,634	396,534	(24,100)	(6%)	93,072
Registration	2,460,640	2,542,866	82,226	3%	1,143,834
Secretariat	285,519	273,340	(12,179)	(4%)	140,531
Operating Expenses	23,963,597	23,630,662	(332,935)	-22%	10,939,649
Departmental Surplus/(Deficit)	741,079	1,135,273	394,194	53%	1,514,823
Other Expenditure					
Depreciation	885,000	885,000	-		343,649
TOTAL OPERATING SURPLUS /(DEFICIT)	(143,921)	250,273	394,194		1,171,174

HEALTH AND CARE PROFESSIONS COUNCIL
MONTH 6 REFORECAST FOR YEAR ENDING 31 MARCH 2014
COMMENTARY INCOME & EXPENDITURE

	£	£	£	
INCOME	Budget	Reforecast	Variance	Commentary
Registration Income	24,707,676	24,768,935	61,259	Overall, fee income is forecasted to remain close to budget as experienced in the first six months of the year, although there are variations in the composition. By profession, increases in Social Workers and Occupational Therapists are offset by decreases in Paramedics, Radiographers and Operating Department Practitioners. By activity, Graduate Registration and International Scrutiny fees are forecast to increase, with offsetting decreases in Renewal, UK Scrutiny and Readmission fees.
Cheque/credit card adjustments	(3,000)	(3,000)	0	
TOTAL INCOME	24,704,676	24,765,935	61,259	

DEPARTMENTAL OPERATING EXPENDITURE

Chair	78,833	77,374	(1,459)	The decrease in expenditure reflects savings for fares and conferencing costs in the first six months of the year.
Chief Executive	377,444	379,212	1,768	Higher than anticipated legal and professional fees (-£20k) arising from a number of one-off matters in the first half of the year are offset by savings in payroll costs (+£21k) due to a reorganisation of support staff.
Council, Committees & PLG	251,528	255,031	3,503	The increased expenditure is due to higher than budgeted costs of council appointments, already incurred.
Communications	1,144,901	1,113,243	(31,658)	The forecasted 3% decrease in expenditure is attributable to expected lower than budgeted spending in courier services, travel costs and staff costs, largely already realised in the first six months of the year.
Education	1,068,533	1,035,190	(33,343)	The forecasted 3% decrease in expenditure is primarily due to realised saving in staff costs (+£27k) due to posts seconded to education systems project. Other minor savings include removal of costs associated with the deferred lay visitor programme (+£2k).
Facilities Management	1,453,051	1,314,394	(138,657)	The forecasted 10% decrease in expenditure is primarily due to the successful appeal against rating valuation for Kennington Park Road (+£216k including £95k rebate for prior years). Other savings include £32k on staff costs due to delayed recruitment and vacancies. Offsetting increases in forecast expenditure include office equipment (-£23k) and repairs (-£44k) for 184 KPR; printing and stationary (-£17k) due to higher demand; security (-£13k) to cover staff vacancies; and Stannery Street costs (-£34k) due to higher running costs.
Finance	712,268	811,944	99,676	The forecasted 14% increase in expenditure is attributable to increase in staff costs (-£53k) due to use of temporary staff cover; bank charges (-£29k) due to higher credit card transaction volumes, and office services (-£14k) due to unbudgeted costs for scanning documents on to disc.
Fitness to Practise	12,268,125	11,991,838	(276,287)	The forecast 2% decrease in expenditure arises in part due to reduction in the number of final hearings forecast for this year and a decrease in the anticipated number of final hearings that are expected to adjourn. Although the number of GSCC transfer final hearing cases taking place in the first half of the year was lower than anticipated but this will be compensated in the second half of the year as cases reach the listing and scheduling phase of the process.
Human Resources	509,187	611,498	102,311	The forecasted 20% increase in expenditure arises from an increase in staff costs (-40k) due to maternity cover; increased staff recruitment costs (-£29k); increased legal expenses (-£13k) for complex employment cases; and increased consultancy fees (-£19k) for employee surveys (culture days), pensions auto enrolment advice and life assurance advice.
Human Resources Partners	430,767	410,705	(20,062)	The forecasted 5% decrease in expenditure is due to lower partner costs (-£22k) arising from realised underspends in travel costs from the first half year due to delayed recruitment activity.
IT Department	1,418,367	1,447,275	28,908	The forecasted 2% increase in expenditure can be attributed to increase in staff costs (-£6k) due to need to use contract staff: small hardware (-£45k) due to changes in capitalisation policy; and small project costs (-£10k) for an additional project to tender for data services. Offsetting savings include the costs of the managed web/Internet services (+£21k) and specialist IT services (+£8k) not used in the first 6 months.
Operations Office	685,622	602,591	(83,031)	The forecast 12% decrease in expenditure are largely due to staff cost savings (+£88k) due to staff vacancies and delayed recruitment; and reduced expenditure on training (+£9k); offset by legal advice (-£18k) relating to registration issues, not budgeted.
Policy & Standards	398,177	367,627	(30,550)	The forecasted 8% decrease in expenditure is caused by savings on travel and subsistence (+£8k); underspends in communications costs (+£17k) due to deferring the publication of two sets of standards; and reduced training expenditure (+£5k), already realised.
Major projects	420,634	396,534	(24,100)	The forecast 6% reduction in major project operating expenditure reflects delays in initiating some projects, in particular the registration systems and web platform review projects. However, the education system build project has been rebudgeted leading to higher operating expenditure. A detailed schedule is attached.
Registration	2,460,640	2,542,866	82,226	The forecasted 3% increase in expenditure can be attributed to increases in partner costs (-£78k) and office services costs (-£17k) due to increases in international applications as experienced in the first half year; and a one-off cost for legal advice (-£10k) on a tender process; offset by savings in staff costs (+£23k) due to staff vacancies.
Secretariat	285,519	273,340	(12,179)	The forecasted 4% decrease is principally due to savings in staff costs (+£8k).
TOTAL DEPARTMENTAL OPERATING EXPENDITURE	23,963,597	23,630,662	(332,935)	
Departmental Surplus/(Deficit)	741,079	1,135,273	394,194	

OTHER EXPENDITURE

Depreciation	885,000	885,000	0	Completion of assets now being depreciated.
TOTAL OPERATING SURPLUS /(DEFICIT)	(143,921)	250,273	394,194	

HEALTH PROFESSIONS COUNCIL**MONTH 6 REFORECAST FOR YEAR ENDING 31 MARCH 2014****HEALTH AND CARE PROFESSIONS COUNCIL
MONTH 6 REFORECAST FOR YEAR ENDING 31 MARCH 2014
INCOME BY ACTIVITY**

	Budget 2013-14 £	Reforecast 2013-14 £	Variance £	Variance %	YTD Actual
Income by Activity					
Graduate Registration fee	657,709	1,145,899	488,190	74%	568,000
Readmission fees	310,000	181,323	(128,677)	(42%)	83,035
Renewal fees	22,223,305	21,767,294	(456,011)	(2%)	10,883,290
International scrutiny fees	567,000	901,942	334,942	59%	450,840
Grandparenting fees	0	420	420	0%	420
UK scrutiny fees	949,662	772,057	(177,605)	(19%)	467,195
	24,707,676	24,768,935	61,259	0%	12,452,779

**HEALTH AND CARE PROFESSIONS COUNCIL
MONTH 6 REFORECAST BUDGET FOR YEAR ENDING 31 MARCH 2014**

PROJECT EXPENDITURE

	Opex	Capex	Opex	Capex	Opex	Capex
	2013-14 Council Budget		2013-14 Reforecast		YTD Actual	YTD Actual
	£	£	£	£	£	£
Education System Build	68,050	526,213	179,223	300,749	44,810	73,356
Annotation of the Register	5,000	10,000	11,238	21,658	11,238	21,658
NetReg 12-13	5,000	45,000	6,900	145,142	1,094	52,380
FTP Changes	10,000	45,000	10,000	45,000		-
186 Kennington Park Road	-	100,000	2,900	239,023		100,394
Professional Indemnity	5,000	41,000	8,598	20,952	554	-
HR & Partners Phase 2	15,000	45,000		-		
In Focus Distribution	10,000	7,750	10,000	7,750		
Online Renewals Review & Change of Payment Pr	55,000	85,000	55,000	85,000		
HR & Partners Phase 1	41,112	36,888	48,612	65,603	20,083	10,152
Reg Systems Review Phase 1	105,397	118,853	24,165	50,958		
Web Platform Review Phase 1	70,500	79,500	24,150	51,490		
Finance Systems Review Phase 1	10,575	11,925		-		
Web deployments	20,000	-	14,748		14,748	
Fees Change Project	TBC	TBC	1,000	4,808		
	420,634	1,152,129	396,534	1,038,133	92,527	257,940

HCPC will undertake 13 major projects

**HEALTH AND CARE PROFESSIONS COUNCIL
MONTH 6 REFORECAST BUDGET FOR YEAR ENDING 31 MARCH 2014**

CAPITAL EXPENDITURE

	Budget	Reforecast	YTD Actual
	£	£	
<u>Project expenditure</u>	<u>1,152,129</u>	<u>1,038,133</u>	<u>257,940</u>
<u>Consultancy - Design Building Purchase</u>	<u>880,000</u>	<u>880,000</u>	
<u>Building Purchase</u>	<u>725,000</u>	<u>725,000</u>	<u>725,000</u>
<u>Computer Equipment</u>			
Software licences upgrades, new starters, new software	40,140	40,140	82,038
Software licences new/replacement services	56,959	56,959	
Hardware replacement servers, switches & drives	92,000	92,000	19,687
Hardware new services	79,000	79,000	
Hardware new starters	24,510	24,510	
	<u>292,609</u>	<u>292,609</u>	<u>101,725</u>
<u>Office equipment</u>			
Vending Machines	14,000	14,000	9,840
Installation of air conditioning to Units Stannary Street	100,000	100,000	77,383
CCTV- Whitfield House	10,000	10,000	
Franking Machine			16,141
Structured cabling - Whitefield House	10,000	10,000	
Access Control -Whitefield House	10,000	10,000	2,845
Dedicated cable link to 33 Stannary Street	14,000	14,000	
	<u>158,000</u>	<u>158,000</u>	<u>106,209</u>
Total Capital expenditure	<u>3,207,738</u>	<u>3,093,742</u>	<u>1,190,874</u>

**HEALTH AND CARE PROFESSIONS COUNCIL
MONTH 6 REFORECAST FOR YEAR ENDING 31 MARCH 2014
Cash Flow Statement**

	Budget 2013-14	Reforecast 2013-14	Actual YTD
	£	£	£
Operating Surplus/(Deficit)	(143,921)	250,273	1,171,174
Payroll costs for secondment to DOH	0	6,224	6,244
Depreciation charge for the year of non-current asset	885,000	885,000	343,649
Decrease/(Increase) in debtors & prepayments	0	(80,000)	(57,470)
Increase/(Decrease) in creditors	408,000	200,000	(11,433)
(Decrease)/Increase in deferred income	(3,960,000)	(275,000)	(133,226)
Net cash In/(out)flow from operating activities	(2,810,921)	986,497	1,318,939
Return on investments and servicing of finance			
Investment Income	0	240,000	127,383
Taxation	0	0	0
Capital expenditure and financial investments			
Purchase of tangible assets	(2,185,000)	(2,893,742)	(1,190,873)
Financing			
Income from DOH	0	122,909	122,909
Increase in Cash	(4,995,921)	(1,544,336)	378,356
Cash at 31 March 2013	13,905,000	15,583,979	15,583,979
Closing cash	8,909,079	14,039,643	15,962,335
Cash Movement	(4,995,921)	(1,544,336)	378,356

**HEALTH AND CARE PROFESSIONS COUNCIL
MONTH 6 REFORECAST FOR YEAR ENDING 31 MARCH 2014
STATEMENT OF FINANCIAL POSITION AT 31 MARCH**

	Budget 2013/14		Reforecast 2013/14		YTD Actual
	2013	2014	2013	2014	30-Sep-13
	£000's	£000's	£000's	£000's	£000's
Non Current Assets	4,600	5,900	4,556	6,565	5,402
Current Assets					
Other	400	400	561	640	600
Cash	13,905	8,909	15,584	14,040	15,962
Total Assets	<u>18,905</u>	<u>15,209</u>	<u>20,701</u>	<u>21,245</u>	<u>21,964</u>
Current Liabilities					
Other	2,100	2,508	2,085	2,327	2,096
Deferred Income	14,900	10,940	16,138	15,863	16,004
	<u>17,000</u>	<u>13,448</u>	<u>18,223</u>	<u>18,190</u>	<u>18,100</u>
Liabilities greater than one year			314	272	272
Total Assets Less Liabilities	<u>1,905</u>	<u>1,761</u>	<u>2,164</u>	<u>2,783</u>	<u>3,592</u>
General Fund					
Brought Forward	1,921	1,905	1,919	2,164	2,164
Period result	(256)	(144)	7	496	1,305
Grant income	240	-	238	123	123
Carried Forward	<u>1,905</u>	<u>1,761</u>	<u>2,164</u>	<u>2,783</u>	<u>3,592</u>