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### Council resolutions outside of meeting

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#### Executive Summary

Council Standing Order 19 allows for the Council to pass resolutions outside of a meeting. This paper notes any such resolutions made by the Council since its last meeting (26 May 2022) these are:

1. Composition of the Council Appointment Panel
2. Revisions to the Capital Expenditure Policy

The relevant supporting documents provided to members when proposing the resolution are appended.

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Previous consideration	Considered by Council by correspondence
Decision	To note. The Council passed the resolutions by correspondence.
Next steps	Outstanding actions requested by the Audit and Risk Assurance Committee with regards to the revised Capital Expenditure Policy will be reported on at the September meeting of the Committee.
Strategic priority	Priority 5 - Build a resilient, healthy, capable and sustainable organisation
Financial and resource implications	None as a result of these decisions.
Author	Claire Amor, Head of Governance & Secretary to Council <a href="mailto:Claire.amor@hcpc-uk.org">Claire.amor@hcpc-uk.org</a>

## Council resolutions without meeting

Council Standing Order 19 allows for the Council to pass resolutions outside of a meeting. For a resolution to be valid the following conditions must be met:

- the Chairs consent must be given to circulate the resolution; and
- at least three quarters of the Council must state their agreement to pass the resolution.

Resolutions passed without meeting are recorded by the Secretary to Council and must be reported at the next meeting of the Council.

Requested by	Claire Amor, Head of Governance
Resolution	
<p>At its meeting in May 2022 the Council considered a paper to approve various aspects of a campaign to seek new members of Council.</p> <p>The Council requested that the Executive review the appointment panel composition.</p> <p>The Executive have reflected on this request and propose to add a fourth member of the Panel. The proposed panel member is Satjit Singh. Satjit has previously sat on HCPC appointment panels, as well as various Non-executive roles in the healthcare regulation sector, including the PSA.</p> <p>Council agreed to the addition of Satjit Singh to the Council appointment panel for 2022.</p>	
Date passed	12 July 2022

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- the Chairs consent must be given to circulate the resolution; and
- at least three quarters of the Council must state their agreement to pass the resolution.

Resolutions passed without meeting are recorded by the Secretary to Council and must be reported at the next meeting of the Council.

Requested by	Alan Keshtmand, Head of Finance
Resolution	
<p>The Finance Executive presented a revised Capital Expenditure Policy to the Audit and Risk Assurance Committee at its meeting in June 2022.</p> <p>The Policy sets out the approach HCPC should take to determining whether expenditure on projects and other activities should score as capital or resource, in line with wider accounting and budgeting standards. It also sets out related aspects in relation to accounting for the depreciation of capital assets and the disposal of assets.</p> <p>The Policy has been revised by the new Finance Executive Leadership to redefine how and when the HCPC will capitalise expenditure.</p> <p>ARAC agreed to recommend the policy to Council for approval. ARAC also requested an action on the executive to return to the committee with detail of the impact of the new policy on the balance sheet.</p> <p>The updated policy will be used to inform year-end work in preparation for the 2021-22 statutory audit, as well as budget setting and review activity over the coming year and beyond.</p> <p>The Council approved the Capital Expenditure Policy.</p>	
Date passed	12 July 2022

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### Capital Expenditure Policy

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#### Executive Summary

The attached draft policy sets out the approach HCPC should take to determining whether expenditure on projects and other activities should score as capital or resource, in line with wider accounting and budgeting standards. It also sets out related aspects in relation to accounting for the depreciation of capital assets and the disposal of assets.

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Previous consideration	N/A
Decision	To recommend to Council
Next steps	The updated policy will be used to inform year-end work in preparation for the 2021-22 statutory audit, as well as budget setting and review activity over the coming year and beyond.
Strategic priority	Strategic priority 5: Build a resilient, healthy, capable and sustainable organisation
Financial and resource implications	No direct implication from development of the policy. The requirements of the policy will ensure that HCPC budgets and accounts correctly for investment and other expenditure, within existing overall budgets.
EDI impact	No direct implications.
Author	Alan Keshtmand, Head of Finance
Sponsor	Alastair Bridges, Executive Director of Resources and Business Performance

## CAPITAL EXPENDITURE POLICY

### a) Capitalisation

The purchase of individual assets or groups of assets costing more than £5,000 (including VAT), with a useful life of more than one year, and which are intended for use on a continuing basis, are classified as capital expenditure. Such assets, including equipment, furniture and property are recorded in our fixed asset register and depreciated/amortised over their useful economic life in line with the fixed asset policy.

Category	Policy Guidance
Buildings	Capitalised at cost when the building is brought into use until the lease term end date. Include any costs that are directly attributable to bringing it to its finished condition. Any opening costs, advertising and promotional activities cannot be capitalised and are expensed to BAU (Business As Usual). Refer to Annexe 1: Buildings (Estates) – Operational vs Capital Expenditure
Capital Projects	These are capitalised at cost and should include all directly attributable costs up to the launch of the project. This includes any items costing under £5,000. Temporary staff taken on to 'backfill' positions, and contractor staff costs are capitalised, but permanent staff are not. After the project has launched, all subsequent running costs are coded to BAU (see Annexe 3 for the Project Completion Form. Refer to Annexe 2: Capital Projects – Operational vs Capital Expenditure
Leases	Finance leases are capitalised, and operating leases are expensed directly to BAU.

### b) Depreciation

Depreciation is provided on tangible fixed assets to write them down to their estimated useful lives in equal instalments as follows:

<b>Freehold or Long Leasehold premises</b>	50 years
<b>Office fit out and refurbishment</b>	Period of the lease or useful economic life of the asset
<b>Furniture</b>	10 years
<b>IT Projects</b>	3 - 5 years
<b>Equipment</b>	3 - 5 years

The HCPC will revalue freehold/long leasehold premises in accordance with FRS102 and will use this valuation as deemed cost going forward.

### **c) Disposal of Assets**

The disposal of obsolete or surplus equipment or furniture requires the prior approval of the Head of Finance and Head of Facilities/Head of IT if the net book value is equal to or less than £10,000 (collective value of items) and the prior approval of the Director of Resources & Business Performance and Chief Executive if the net book value exceeds £10,000.

A disposal form (see Annexe 2) must be completed and authorised before any assets are disposed of. In accordance with finance policy, this must be authorised by the respective personnel mentioned above.

The disposal form must include the following:

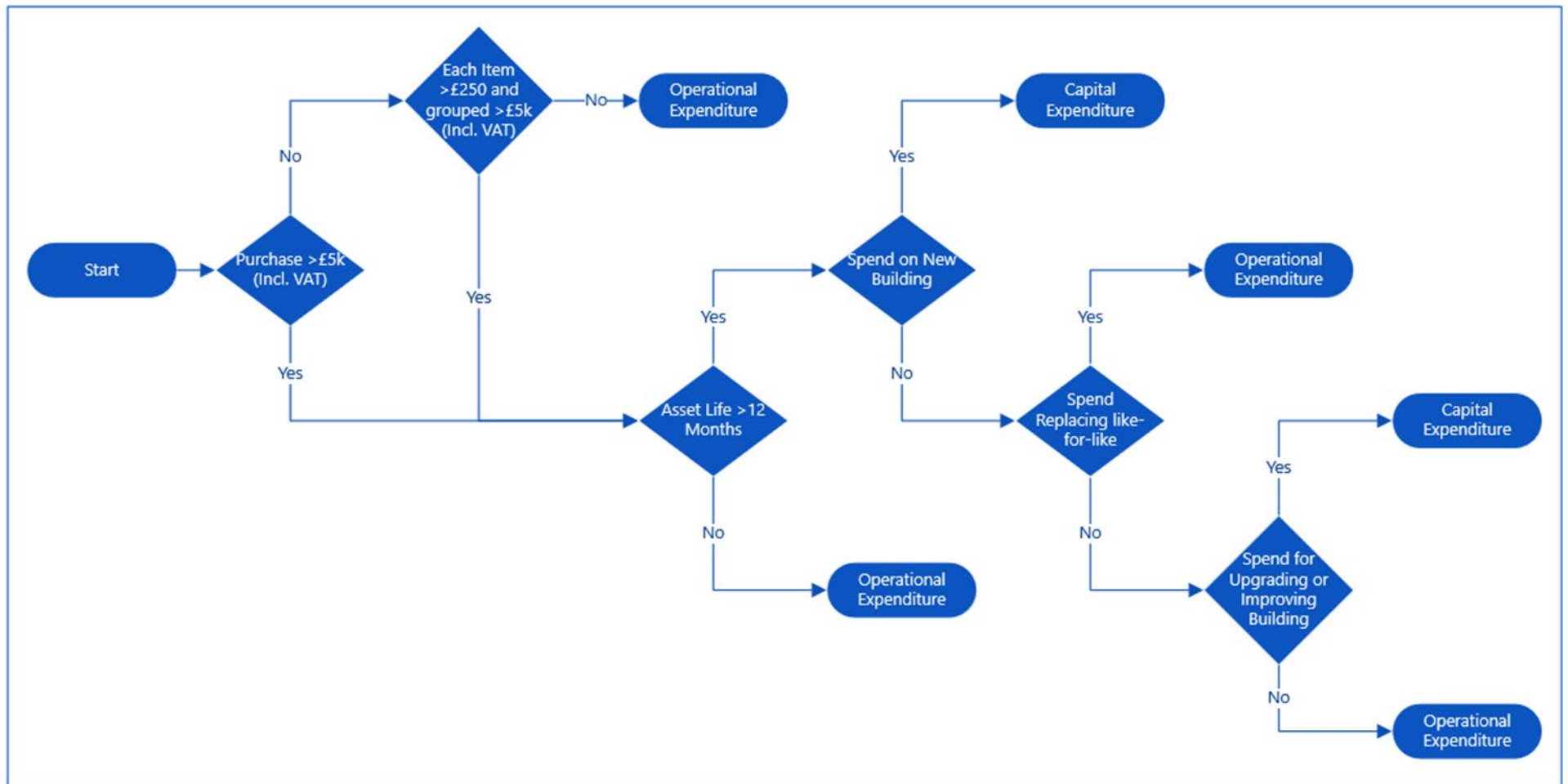
- Details of the asset(s) including asset number and location
- Reason for disposal
- Method of disposal
- Total Net Book Value (NBV)
- Potential costs of removal
- Any sale proceeds
- How sensitive data is being dealt with

When assets are sold, an invoice must be produced with all proceeds going to the HCPC.

The fixed asset register must be adjusted to reflect any disposals made in relation to all of the above.

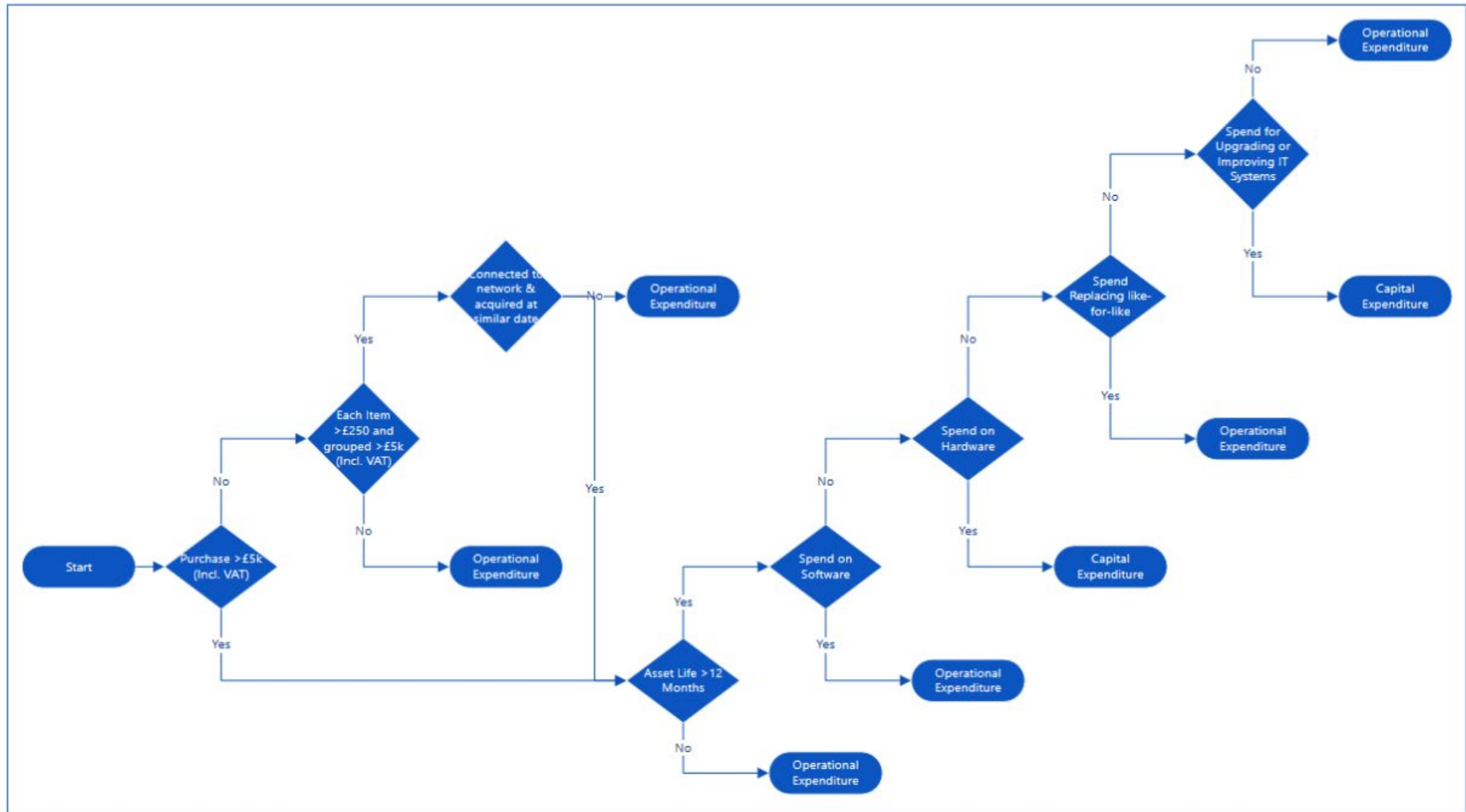
# ANNEX 1

## Buildings (Estates) – Operational vs Capital Expenditure



## ANNEX 2

### Capital Projects – Operational vs Capital Expenditure





## ANNEX 3

### PROJECT COMPLETION FORM

<b>PROJECT NAME</b>	
<b>PROJECT COST CODE</b>	
<b>PROJECT MANAGER</b>	
<b>PROJECT COMPLETION DATE</b> (DD/MM/YYYY)	
<b>TOTAL PROJECT COST (£)</b>	

#### SELECT THE FOLLOWING:

- I confirm this project was ready for use or in use as at the project completion date specified above.
- I confirm all invoices have been sent and processed by the Finance Department prior to date signed below.

If unchecked, please specify what is remaining to complete and the estimated costs.

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## APPROVALS

\* **Note. To insert a picture signature** - you need a handwritten signature as a graphic file. Write your signature on a piece of paper and scan it or take a photo of it, saving it with one of the graphic file formats: .bmp, .gif, .jpg, or .png. Insert the picture file in Word by clicking the Insert tab and choosing Pictures in the Illustration group. Select the device, find the file, and then click Insert. Resize and crop if necessary, to remove large amounts of white space.


PROJECT MANAGER	
<b>PROJECT MANAGER NAME</b> (If not the project manager, please specify full name and provide project manager approval)	
<b>DATE (DD/MM/YYYY)</b>	
<b>* SIGNATURE</b>	

PROJECT SPONSOR	
<b>PROJECT SPONSOR NAME</b>	
<b>DATE (DD/MM/YYYY)</b>	
<b>* SIGNATURE</b>	

FINANCE BUSINESS PARTNER	
<b>FINANCE BUSINESS PARTNER NAME</b>	
<b>DATE (DD/MM/YYYY)</b>	
<b>* SIGNATURE</b>	

## ANNEX 4

### ASSET DISPOSAL FORM

Current Form	Action
 HCPC Fixed Asset Disposal Form - Work	Need to redesign the form to include aforementioned details and work towards making it user-friendly. Explore option of making this an online form, which can be used as a pilot for introducing a similar approach for expense forms.

**Required information:**

- Details of the asset(s) including asset number and location
- Reason for disposal
- Method of disposal
- Total Net Book Value (NBV)
- Potential costs of removal
- Any sale proceeds

Below form is structure used by Cambridge University, which is an online form on their intranet site. Let's use this as a structure and then work towards having this online. A similar approach can be taken with expense claims.

### Fixed Asset disposal form

Please complete and submit this form if an item of your department's equipment that is on the Asset Register has been or will shortly be disposed of. This information is required to remove the equipment from the Fixed Asset Register held in UFS.

The information entered here will be used by the University of Cambridge's Finance Division solely for the contractual or legitimate business purposes for which the form exists. Where any personal information is entered (about the user or others), it is used in accordance with the University's standard [website privacy policy](#).

#### ASSET DETAILS

Department Code (2 digits) \*

Asset Description \*

Asset Number (UFS) \*

Tag Number (if applicable)

Date of Disposal \*

Asset disposal authorized by :

Name \*

Job title

#### METHOD OF DISPOSAL

Method of disposal \*

- Scrapped
- Part Exchanged (further details will be requested)
- Merged with Asset
- Transferred
- Sold

If merged please provide asset number

If transferred please give name, department or location

#### IF SOLD PLEASE GIVE FURTHER DETAILS

Record any income received in the Accounts Receivable module using the transaction code (Fixed Asset Disposals) LZGA for Capitalised Assets

Sales Invoice Number

Agreed price

Disposal costs

AP Invoice Number

CUFS Code String

Further Information

\* If the department wishes to sell an item, there is the possibility of a VAT liability to consider, please contact the Fixed Assets helpdesk for advice. If an item is sold the new owner must accept full responsibility for all aspects of ownership in writing.

#### FORM COMPLETED BY

Name \*

Job Title \*

Telephone Number \*

Email address \*

Date completed \*

THE HEALTH AND CARE PROFESSIONS COUNCIL

FIXED ASSET DISPOSAL FORM

**IT / Office Services - Section 1 - Identification of Asset for Disposal**

Asset Number on Fixed Assets Register	<input type="text" value="380"/>	e.g. 5
Fixed Asset IT Reference (If applicable)	<input type="text"/>	e.g. PC50
Fixed Asset Description	<input type="text" value="Chair parts/ furniture consumables"/>	
Fixed Asset Net Book Value (on reg)	<input type="text"/>	
Reason For Disposal (Code)	<input type="text" value="2"/>	e.g. 1
Code:	Comments:	
1 - Sold to Employee	<input type="text" value="Consumable items for upkeep of existing furniture rather than an asset?"/>	
2 - Damaged / Faulty / Ceased Working		
3 - Technically Obsolete		
4 - Other		

**IT / Office Services - Section 2 - Authorisation of Disposal**

Name (CAPITALS)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text" value="21/04/2021"/>

**Finance Department - Section 3 - Update of Register and Accounts**

Accounts Updated?	<input type="checkbox"/>	Tick ✓
Fixed Asset Register Updated?	<input type="checkbox"/>	Tick ✓
Name (CAPITALS)	<input type="text"/>	

Signature

Date