

Finance and Resources Committee, 19 March 2013

Budget for year 1 April 2013 to 31 March 2014

Executive summary and recommendations

Introduction

A copy of the HCPC draft budget for 2013/2014 is attached.

Decision

The Committee is asked to:

1. Review the draft budget.
2. Request the finance department to incorporate any changes into the budget and to present the revised budget to the next Council meeting on 27 March 2013.

Background information

The budget has been prepared in accordance with the budget process and timetable. Each budget holder has submitted their budget to the finance department for consolidation.

Resource implications

Budget holders and finance department staff time

Financial implications

HCPC income and expenditure for the year ending 31 March 2014.

Appendices

Appendix 1- Draft budget for 2013/2014

Date of paper

7 March 2013

APPENDIX ONE

HEALTH AND CARE PROFESSIONS COUNCIL

**Draft Budget
For the year ended 31 March 2014**

Version 3

HEALTH AND CARE PROFESSIONS COUNCIL

Page

BUDGET FOR YEAR ENDING 31 MARCH 2014

CONTENTS

Key Assumptions	3
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Detailed Summary	
- Income & expenditure	4
- Commentary Income & expenditure	5
- Income By Activity	6
- Project Expenditure	7
- Capital Expenditure	8
-Statement of Financial Position	9
- Cashflow	10
- Cashflow Graph	11
- Fees	12

Appendices

Department Expenditure	
- Chair	13
- Chief Executive	14
- Council and Committees	15
- Communications	16
- Education	17
- Facilities	18
- 33 Stannary Street	19
- Finance	20
- Fitness to Practise	21
- Human Resources	22
- Human Resources - Partners	23
- Information Technology	24
- Operations Office	25
- Policy and Standards	26
- Registration	27
- Secretariat	28
- Depreciation	29

HEALTH AND CARE PROFESSIONS COUNCIL

BUDGET FOR YEAR ENDING 31 MARCH 2014

KEY ASSUMPTIONS

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

HEALTH AND CARE PROFESSIONS COUNCIL**BUDGET FOR YEAR ENDING 31 MARCH 2014****INCOME AND EXPENDITURE**

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
INCOME				
Arts Therapists	252,571	271,510	18,939	7
Biomedical Scientists	1,772,450	1,743,891	(28,560)	(2)
Chiropodists/ Podiatrists	997,459	999,384	1,925	0
Clinical Scientists	366,472	380,700	14,228	4
Dieticians	616,633	677,751	61,118	10
Hearing Aid Dispensers	146,190	162,123	15,933	11
Occupational Therapists	2,561,360	2,624,271	62,911	2
Operating Department Practitioners	847,547	933,610	86,063	10
Orthoptists	114,115	106,284	(7,831)	(7)
Paramedics	1,363,796	1,538,472	174,676	13
Physiotherapists	3,662,197	3,888,167	225,970	6
Practitioner Psychologists	1,513,251	1,434,703	(78,548)	(5)
Prosthetists & Orthotists	69,360	72,806	3,447	5
Radiographers	2,168,397	2,302,382	133,985	6
Speech & Language Therapists	1,058,183	1,134,951	76,768	7
Social Workers	2,547,875	6,436,671	3,888,796	153
Registration Income	20,057,855	24,707,676	4,649,821	23
Cheque/credit card adjustments		(3,000)	3,000	-
TOTAL INCOME	20,057,855	24,704,676	4,652,821	23
EXPENDITURE				
Departments				
Chair	75,099	78,833	(3,734)	(4.97)
Chief Executive	418,093	377,444	40,649	9.72
Council, Committees & PLG	255,042	251,528	3,514	1.38
Communications	1,033,907	1,144,901	(110,994)	(10.74)
Education	900,105	1,068,533	(168,428)	(18.71)
Facilities Management	1,428,271	1,453,051	(24,780)	(1.74)
Finance	717,641	712,268	5,373	0.75
Fitness to Practise	8,809,413	12,268,125	(3,458,712)	(39.26)
Human Resources	480,618	509,187	(28,569)	(5.94)
Human Resources Partners	379,840	430,767	(50,927)	(13.41)
IT Department	1,268,588	1,418,367	(149,779)	(11.81)
Operations Office	626,799	685,622	(58,823)	(9.38)
Policy & Standards	325,654	398,177	(72,523)	(22.27)
Major projects	209,539	420,634	(211,095)	(100.74)
Registration	2,516,243	2,460,640	55,603	2.21
Secretariat	238,259	285,519	(47,260)	(19.84)
Operating Expenses	19,683,111	23,963,597	(4,280,486)	(21.75)
Departmental Surplus/(Deficit)	374,744	741,079	(366,335)	(98)
Other Expenditure				
Depreciation	832,170	885,000		
FTP SW Budget	777,335			
DOH income relating to GSCC	(1,750,000)	-		
Costs relating to transfer of GSCC	477,435	-		
Name Change	142,487	-		
Total Other Expenditure	479,427	885,000		
TOTAL SURPLUS /(DEFICIT)	(104,683)	(143,921)		

**HEALTH AND CARE PROFESSIONS COUNCIL
BUDGET FOR YEAR ENDING 31 MARCH 2014
COMMENTARY INCOME & EXPENDITURE**

INCOME	£	£	£	Commentary
	Reforecast	Budget	Variance	
Registration Income	20,057,855	24,707,676	4,649,821	The budget includes a full year estimate for Social Workers, on the register from August 2012.
Cheque/credit card adjustments		(3,000)	3,000	
TOTAL INCOME	20,057,855	24,704,676	4,652,821	

DEPARTMENTAL OPERATING EXPENDITURE

Chair	75,099	78,833	(3,734)	The budgeted expenditure of £79k, overall 5% increase. Main increase is on travelling and subsistence.
Chief Executive	418,093	377,444	40,649	The budgeted expenditure of £377k, 9.7% decrease because the building refurbishment budget has been transferred to facilities.
Council, Committees & PLG	255,042	251,528	3,514	The budgeted expenditure of £252k is an overall 1% decrease over the 2012-13 reforecast, but a 22% decrease on the original budget. These savings are due to the reduction in committees and members.
Communications	1,033,907	1,144,901	(110,994)	The budgeted expenditure of £1,145k is an overall 11% increase. The budget shows an increase in the number of staff from 11 to 12 and increases in other areas due to social workers. There will be 12 meet the HCPC events during the year and attendance at all party political conferences.
Education	900,105	1,068,533	(168,428)	The budgeted expenditure of £1,068k, is an overall 19% increase compared to the 2012-13 reforecast. The number of staff will increase from 21 to 22. The overall activities is for increased visits and annual monitoring.
Facilities Management	1,428,271	1,453,051	(24,780)	The budgeted expenditure of £1453k, is an overall 2% increase in costs. The staffing numbers have increased from 5 to 6. Changes include increase in renting 2 parking spaces adjacent to 33 Stannary and 4 additional units rented at Stannary. Property and office services because of increase in headcount across HCPC, this is netted off by savings on room hire.
Finance	717,641	712,268	5,373	The budgeted expenditure of £712k, is a 1% decrease in costs mainly due to the pension administration liability no longer required in 2013/14. Staff FTE's have moved from 10 to 11.
Fitness to Practise	8,809,413	12,268,125	(3,458,712)	The increase in budget is due to the increased activity brought about by the impact of Social Workers. A full year of staff recruited in 2012/13 and new staff to be recruited in 2013/14.
Human Resources	480,618	509,187	(28,569)	The budgeted expenditure of £509k, is an overall 6% increase compared to the 12-13 reforecast. The higher cost is caused by the increase in employee numbers over the course of 12/13 and 12 new FTE's in 2013/14.
Human Resources Partners	379,840	430,767	(50,927)	The budgeted expenditure of £430k is an overall 13% increase compared to the 12-13 reforecast. Partners training is the main variance due to cyclical nature of training and an increasing number of Partners. This is partly offset by lower partner recruitment costs.
IT Department	1,268,588	1,418,367	(149,779)	The budgeted expenditure of £1,418k, is an overall 12% increase on the 12-13 reforecast. This includes an increase in headcount from 7 to 9 and inflationary increase on contracts.
Operations Office	626,799	685,622	(58,823)	The budgeted expenditure of £686k, is a overall 9% increase compared to the 2012-13 reforecast. The payroll cost includes the role of a new business analyst.
Policy & Standards	325,654	398,177	(72,523)	The budgeted expenditure of £398k, is a overall 22% increase compared to the 2012-13 reforecast. Increase in this year's budget is on research as part of the review of the standards of conduct, performance and ethics, publication of standards of proficiency and other standards, and the full time cost of an FTE employed in January 2013.
Major projects	209,539	420,634	(211,095)	Budget for 15 major projects such as Reg Systems Review, Web Platform Review and Education Build System etc.
Registration	2,516,243	2,460,640	55,603	The budgeted expenditure, of £2,461k, is a overall 2% reduction compared to the 12-13 reforecast. Reduction in the use of temporary staff.
Secretariat	238,259	285,519	(47,260)	The budgeted expenditure of £286k, is an overall 20% increase on the 2012-13 reforecast. The increase is due to staff numbers moving from 4 to 5 and a larger provision for legal fees.
TOTAL DEPARTMENTAL OPERATING EXPENDITURE	19,683,111	23,963,597	(4,280,486)	
Departmental Surplus/(Deficit)	374,744	741,079	369,335	

OTHER EXPENDITURE

Depreciation	832,170	885,000	(52,830)	Completion of assets now being depreciated.
FTP SW Budget	777,335	0	777,335	Incorporated as part of FTP's budget in 2013/14
DOH income relating to GSCC	(1,750,000)	0	(1,750,000)	No grant from DOH in relation to GSCC
Costs relating to transfer of GSCC	477,435	0	477,435	No grant from DOH in relation to GSCC
Name Change	142,487	0	142,487	Not relevant in 2013/14, name change took place in 2012/13.
TOTAL OTHER EXPENDITURE	479,427	885,000	(405,573)	
TOTAL SURPLUS /(DEFICIT)	(104,683)	(143,921)	39,238	

HEALTH PROFESSIONS COUNCIL**BUDGET FOR YEAR ENDING 31 MARCH 2014****HEALTH AND CARE PROFESSIONS COUNCIL
BUDGET FOR YEAR ENDING 31 MARCH 2014
INCOME BY ACTIVITY**

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Income by Activity				
Graduate Registration fee	879,003	657,709	(221,294)	(25.18)
Readmission fees	289,957	310,000	20,043	6.91
Renewal fees	17,297,810	22,223,305	4,925,495	28.47
International scrutiny fees	624,120	567,000	(57,120)	(9.15)
Grandparenting fees	154,560	0	(154,560)	(100.00)
UK scrutiny fees	812,405	949,662	137,257	16.90
	<u>20,057,855</u>	<u>24,707,676</u>	4,649,821	23.18

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

PROJECT EXPENDITURE

	Opex	Capex
	£	£
Education System Build	68,050	526,213
Annotation of the Register	5,000	10,000
NetReg 12-13	5,000	45,000
FTP Changes	10,000	45,000
186 Kennington Park Road	-	100,000
Professional Indemnity	5,000	41,000
HR & Partners Phase 2	15,000	45,000
In Focus Distribution	10,000	7,750
Online Renewals Review & Change of Payment Provider	55,000	85,000
HR & Partners Phase 1	41,112	36,888
Reg Systems Review Phase 1	105,397	118,853
Web Platform Review Phase 1	70,500	79,500
Finance Systems Review Phase 1	10,575	11,925
Web deployments	20,000	-
Fees Change Project	TBC	TBC
	420,634	1,152,129

HCPC will undertake 15 major projects

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

CAPITAL EXPENDITURE

	£
<u>Project expenditure</u>	<u>1,152,129</u>
<u>Consultancy - Design Building Purchase</u>	<u>880,000</u>
<u>Building Purchase</u>	<u>725,000</u>
 <u>Computer Equipment</u>	
Software licences upgrades, new starters, new software	40,140
Software licences new/replacement services	56,959
Hardware replacement servers, switches & drives	92,000
Hardware new services	79,000
Hardware new starters	24,510
	<u>292,609</u>
 <u>Office equipment</u>	
Vending Machines	14,000
Installation of air conditioning to Units Stannary Street	100,000
CCTV- Whitfield House	10,000
Access Control -Whitefield House	10,000
Dedicated cable link to 33 Stannary Street	14,000
	<u>148,000</u>
 Total Capital expenditure	<u>3,197,738</u>

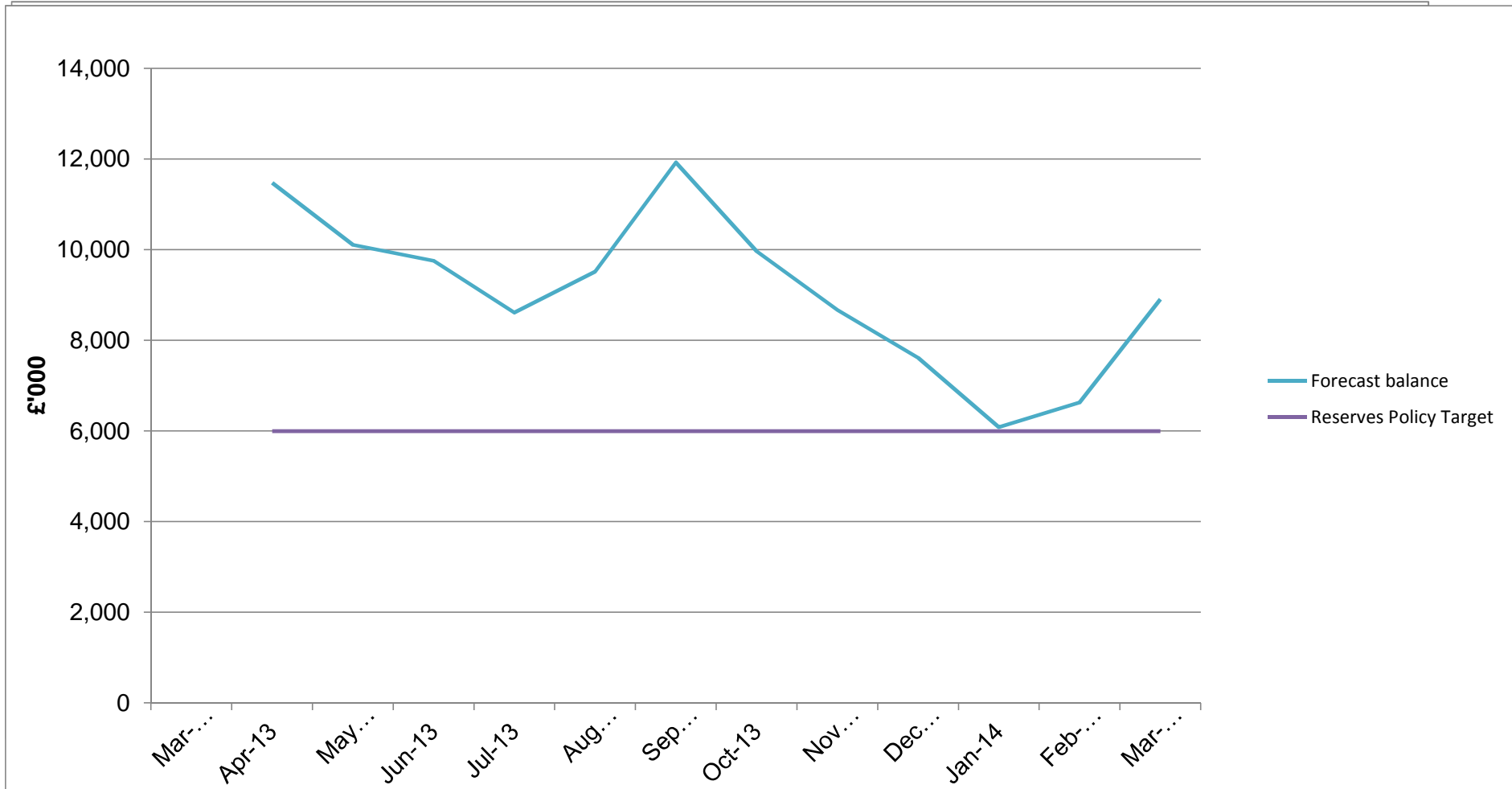
**HEALTH AND CARE PROFESSIONS COUNCIL
BUDGET FOR YEAR ENDING 31 MARCH 2014
PRO FORMA STATEMENT OF FINANCIAL POSITION AT 31 MARCH**

	2013 £000's	2014 £000's
Non Current Assets	4,600	5,900
Current Assets		
Other	400	400
Cash	13,905	8,909
Total Assets	<u>18,905</u>	<u>15,209</u>
Current Liabilities		
Other	2,100	2,508
Deferred Income	<u>14,900</u>	<u>10,940</u>
	<u>17,000</u>	<u>13,448</u>
Total Assets Less Liabilities	<u>1,905</u>	<u>1,761</u>
General Fund		
Brought Forward	1,921	1,905
Period result	(256)	(144)
Grant income	<u>240</u>	<u>-</u>
Carried Forward	<u>1,905</u>	<u>1,761</u>

**HEALTH PROFESSIONS COUNCIL
CASHFLOW FOR YEAR TO 31 MARCH 2014**

	Apr-13 Forecast	May-13 Forecast	Jun-13 Forecast	Jul-13 Forecast	Aug-13 Forecast	Sep-13 Forecast	Oct-13 Forecast	Nov-13 Forecast	Dec-13 Forecast	Jan-14 Forecast	Feb-14 Forecast	Mar-14 Forecast	TOTAL Forecast
CASH INFLOWS													
Readmission Fees	23,403	23,403	23,403	23,403	23,403	23,403	23,403	23,403	23,403	23,403	23,403	23,403	280,835
International Fees	25,007	40,218	26,838	31,219	29,705	42,926	32,254	32,891	32,572	34,165	29,307	34,802	391,905
Graduate Fees	25,747	22,957	40,160	112,955	110,572	65,965	92,584	56,841	39,725	29,176	29,844	31,181	657,708
Registration Fees	10,270	56,023	139,777	31,985	191,125	96,950	8,241	82,884	84,163	19,451	170,709	93,399	984,979
Renewal Fees DD	280,745	219,131	920,081	746,714	1,849,117	3,912,029	227,315	328,102	557,809	473,852	1,682,432	3,812,970	15,010,297
Renewal Fees Non DD	47,667	261,099	651,992	149,391	892,971	457,790	38,944	393,873	400,635	92,589	812,624	444,945	4,644,519
TOTAL CASHFLOW FROM INCOME	412,839	622,831	1,802,252	1,095,667	3,096,893	4,599,063	422,740	917,994	1,138,307	672,636	2,748,320	4,440,700	21,970,242
CASH OUTFLOWS													
Operating Expenditure													
Payroll	585,189	585,189	585,189	585,189	585,189	588,146	588,146	588,146	588,146	588,146	588,146	588,885	7,043,708
Expenses	1,532,666	1,336,442	1,456,108	1,296,756	1,434,979	1,394,527	1,502,251	1,417,719	1,401,612	1,344,107	1,387,926	1,414,797	16,919,889
Total Operating Cash Outflows	2,117,855	1,921,631	2,041,297	1,881,946	2,020,168	1,982,673	2,090,397	2,005,865	1,989,758	1,932,253	1,976,072	2,003,682	23,963,597
Capital Expenditure													
Major Projects		43,998	51,041	96,494	94,142	109,814	91,188	123,874	123,874	122,624	141,600	76,742	1,075,391
Licences		-	-	40,000	-	-	10,000	-	-	26,959	-	-	76,959
Office Equipment		-	-	34,000	-	14,000	100,000	-	-	-	-	-	148,000
Hardware		27,000	-	102,255	-	-	10,000	-	-	40,255	-	-	179,510
Building Purchase & Consultancy	725,000	-	60,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	1,523,000
Total Capital Cash Outflows	725,000	70,998	111,041	354,749	176,142	205,814	293,188	205,874	205,874	271,838	223,600	158,742	3,002,860
TOTAL CASHFLOW FROM EXPENDITURE	2,842,855	1,992,629	2,152,338	2,236,695	2,196,310	2,188,487	2,383,585	2,211,739	2,195,632	2,204,091	2,199,672	2,162,424	26,966,457
NET CASH INFLOW/OUTFLOW	(2,430,016)	(1,369,798)	(350,086)	(1,141,028)	900,583	2,410,577	(1,960,845)	(1,293,745)	(1,057,325)	(1,531,455)	548,647	2,278,276	(4,996,215)
CASH BALANCE B/FWD*	13,905,000	11,474,984	10,105,186	9,755,099	8,614,072	9,514,655	11,925,231	9,964,387	8,670,641	7,613,316	6,081,861	6,630,509	
CASH BALANCE C/FWD	11,474,984	10,105,186	9,755,099	8,614,072	9,514,655	11,925,231	9,964,387	8,670,641	7,613,316	6,081,861	6,630,509	8,908,785	

HEALTH CARE PROFESSIONS COUNCIL
BUDGET FOR YEAR ENDING 31 MARCH 2014
CASH FLOW



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

FEE RATES

		2012-13	Budget 2013-14
		£	£
Fees	Full Year Registration (Graduates)	53	53
	Full Year Registration (Non Graduates)	53	53
	Readmission	115	115
	Renewal	76	76
	Renewal - Graduate	38	38
	International Scrutiny Fees	420	420
	Grandparenting Scrutiny Fees	420	420
Allowances (VAT Inclusive)	<u>Day Rates</u>		
	Council	310	310
	Panel Members	180	180
	Approvals (Visits)	180	180
	Legal Assessor	580	580
	CPD Assessors	140	140
	<u>Per Case</u>		
	International Assessors	72	72
	Grandparenting Assessors	72	72
	Annual Monitoring & Major / Minor Change	72	72
	CPD Assessors	20	20

APPENDICES TO BUDGET 2013/2014

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

CHAIR

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £
Fees	54,870	54,000	870
Travelling and subsistence	15,700	18,000	(2,300)
Conference Expenses	2,926	3,000	(75)
Council & Committee	73,495	75,000	(1,505)
Internet/3G	497	-	497
Computer Services	497	0	497
Other Professional Fees	368	3,000	(2,633)
Mobile telephone	739	833	(94)
Specific Departmental Costs	1,107	3,833	(2,726)
DEPARTMENTAL TOTAL	75,099	78,833	(3,734)

Variance
%

2%
(15%)
(3%)
<u>(2%)</u>
100%
<u>100%</u>
(716%)
(13%)
<u>(246%)</u>
<u>(5%)</u>

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

CHIEF EXECUTIVE

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	204,910	213,253	(8,343)	(4.1%)
National insurance cost	26,208	25,590	617	2.4%
Pension cost	35,033	35,187	(154)	(0.4%)
Medical insurance	2,074	2,200	(126)	(6.1%)
Payroll	268,224	276,230	(8,006)	(3.0%)
Fares	30,417	25,000	5,417	17.8%
Travelling & Subsistence	12,923	14,000	(1,077)	(8.3%)
Conferences	2,351	2,500	(149)	(6.3%)
Travel & Subsistence	45,691	41,500	4,191	9.2%
Mobile telephone	767	800	(33)	(4.4%)
Printing and Stationery	2,562	2,500	62	2.4%
Office Services	3,329	3,300	29	0.9%
Building Refurbishment	45,984	-	45,984	100.0%
Property Services	45,984	-	45,984	100.0%
Internet/3G	526	526	(0)	(0.1%)
Computer Services	526	526	(0)	(0.1%)
Training	5,094	6,000	(906)	(17.8%)
Legal Advice	30,000	30,000	(0)	(0.0%)
Other Professional fees	9,388	9,388	-	0.0%
Subscriptions	1,822	2,000	(178)	(9.8%)
EMT Training	8,035	8,500	(465)	(5.8%)
CHRE Levy	-	-	-	0.0%
Specific Departmental Costs	54,339	55,888	(1,549)	(2.9%)
DEPARTMENTAL TOTAL	418,093	377,444	40,649	9.7%

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

COUNCIL AND COMMITTEES

	Reforecast	Budget		
	2012-13	2013-14	Variance	Variance
	£	£	£	%
Council and Committees - Fees	121,496	130,443	(8,947)	(7%)
Council and Committees - Travel & Subsistence	80,323	88,750	(8,427)	(10%)
Council - Conference	1,426	3,000	(1,574)	(110%)
Council - Training	1,000	4,000	(3,000)	(300%)
Council -Taxation	37,012	12,000	25,012	68%
	241,257	238,193	3,064	1%
Catering	3,159	3,335	(176)	(6%)
Office Services	3,159	3,335	(176)	(6%)
Appointments	9,626	10,000	(374)	(4%)
Annual General Meeting	1,000	0	1,000	0%
Specific Departmental Costs	10,626	10,000	626	6%
DEPARTMENTAL TOTAL	255,042	251,528	3,514	1.4%

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

COMMUNICATIONS

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	397,733	442,445	(44,712)	(11%)
Overtime	1,157	-	1,157	100%
National insurance cost	43,645	53,093	(9,448)	(22%)
Pension cost	29,993	30,763	(770)	(3%)
Payroll	472,528	526,301	(53,774)	(11%)
Fares	10,870	26,100	(15,230)	(140%)
Subsistence	7,867	15,400	(7,533)	(96%)
Travel & Subsistence	18,737	41,500	(22,763)	(121%)
Printing and stationery	1,629	1,800	(171)	(11%)
Mobile Phone	3,956	5,000	(1,044)	(26%)
Couriers	11,836	35,000	(23,164)	(196%)
Office Services	17,420	41,800	(24,380)	(140%)
Internet & 3G	829	-	829	100%
Computer Services	829	-	829	100%
Campaigns	131,421	75,000	56,421	43%
Annual Reports (Design, Distribute)	1,686	2,500	(814)	(48%)
Brochures	48,571	49,500	(929)	(2%)
Meet the HPC events	16,592	60,200	(43,608)	(263%)
Market Research	48,334	-	48,334	100%
Translations	9,105	10,000	(895)	(10%)
Public Affairs and Stakeholder	44,396	61,000	(16,604)	(37%)
Web	37,778	50,000	(12,222)	(32%)
Marketing & Promotions	2,821	5,000	(2,179)	(77%)
Conferences & Exhibitions	24,521	35,000	(10,479)	(43%)
Media Relations	19,387	25,000	(5,613)	(29%)
Internal Communications	87,546	89,600	(2,054)	(2%)
Communications	472,158	462,800	9,358	2%
Training	16,669	25,000	(8,331)	(50%)
Subscriptions	35,566	47,500	(11,934)	(34%)
Specific Departmental Costs	52,234	72,500	(20,266)	(39%)
DEPARTMENTAL TOTAL	1,033,907	1,144,901	(110,994)	(11%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

EDUCATION

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	535,684	627,674	(91,990)	(17%)
National insurance cost	58,348	72,458	(14,110)	(24%)
Pension cost	37,229	31,268	5,961	16%
Temporary staff	28,961	32,500	(3,539)	(12%)
Payroll	660,223	763,901	(103,677)	(16%)
Fares	19,065	19,720	(655)	(3%)
Subsistence	15,171	23,178	(8,007)	(53%)
Conferences	912	1,000	(88)	(10%)
Staff Travel & Subsistence	35,147	43,898	(8,751)	(25%)
Profession Specific training	1,495	-	1,495	100%
Council & committee fees	1,495	-	1,495	100%
Printing and stationery	17,892	11,720	6,172	34%
Postage	4,950	2,000	2,950	60%
Room Hire	7,500	-	7,500	100%
Catering	3,857	1,360	2,497	65%
Mobile telephone	3,641	5,544	(1,903)	(52%)
Office Services	37,840	20,624	17,216	45%
Internet/3G	230	276	(46)	(20%)
Computer services	230	276	(46)	(20%)
Projects	-	2,500	(2,500)	
Small projects	-	2,500	(2,500)	0%
Approvals (Previously Visits)	93,315	160,214	(66,899)	(72%)
Annual Monitoring	31,846	37,840	(5,994)	(19%)
Major/Minor Change	13,241	11,664	1,577	12%
Complaints	288	288	-	0%
Partners	138,690	210,006	(71,316)	(51%)
Legal Advice	1,400	2,400	(1,000)	(71%)
Professional Fees	1,400	2,400	(1,000)	(71%)
Subscriptions	353	568	(215)	(61%)
Training	24,377	24,360	17	0%
Translation	350	-	350	100%
Specific Departmental Costs	25,080	24,928	152	1%
DEPARTMENTAL TOTAL	900,105	1,068,533	(168,428)	(19%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

FACILITIES

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	132,848	158,049	(25,200)	(19%)
Overtime pay	13,217	15,000	(1,783)	(13%)
National insurance cost	14,156	18,966	(4,810)	(34%)
Pension cost	20,954	18,337	2,617	12%
Temporary Staff	5,750	6,000	(250)	(4%)
Payroll	186,924	216,351	(29,427)	(16%)
Fares	2,435	2,500	(65)	(3%)
Car expenses and car park	830	5,000	(4,170)	(502%)
Subsistence	200	250	(50)	0%
Travel & Subsistence	3,465	7,750	(4,285)	(124%)
Business rates	121,445	212,000	(90,555)	(75%)
Water	1,753	2,000	(247)	(14%)
Electricity	44,233	75,000	(30,767)	(70%)
Gas	4,839	7,500	(2,661)	(55%)
Cleaning contractors	53,784	84,000	(30,216)	(56%)
Cleaning materials	11,584	15,000	(3,416)	(29%)
Waste disposal	9,243	21,000	(11,757)	(127%)
Repairs & maintenance	89,590	90,000	(410)	(0%)
Maintenance contracts	16,054	25,000	(8,946)	(56%)
Security	21,843	24,000	(2,157)	(10%)
Building Refurbishment	284,001	129,000	155,001	55%
Property Services	658,369	684,500	(26,131)	(4%)
Mobile telephone	330	350	(20)	(6%)
Printing and stationery	54,068	57,000	(2,932)	(5%)
Photocopying	8,322	10,000	(1,678)	(20%)
Postage	145,939	160,000	(14,061)	(10%)
Couriers	0	50	(50)	0%
Office equipment < £1000	14,172	40,000	(25,828)	(182%)
Office equipment rental	13,371	16,000	(2,629)	(20%)
Catering	30,780	33,000	(2,220)	(7%)
Other office services	18,107	20,000	(1,893)	(10%)
Office equipment disposals	252	500	(248)	(98%)
Room Hire	100,000	-	100,000	100%
Office Services	385,342	336,900	48,442	13%
Internet/3G	280	300	(20)	(7%)
Computer Services	280	300	(20)	(7%)
Other Professional Fees	300	750	(450)	(150%)
Legal Advice	642	750	(108)	(17%)
Professional fees	942	1,500	(558)	(59%)
Books and publications	60	100	(40)	(67%)
Health and safety	8,471	11,000	(2,529)	(30%)
Training	1,206	1,500	(294)	(24%)
Subscriptions	200	200	-	0%
Specific Departmental Costs	9,937	12,800	(2,863)	(29%)
DEPARTMENTAL TOTAL	1,245,259	1,260,101	(14,842)	(1%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

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	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Business rates	29,745	30,000	(255)	(1%)
Water	3,601	3,750	(149)	(4%)
Electricity	9,912	11,000	(1,088)	(11%)
Gas	3,101	3,500	(399)	(13%)
Cleaning contractors	25,895	-	25,895	100%
Waste disposal	1,519	1,700	(181)	(12%)
Repairs & maintenance	10,957	11,000	(43)	(0%)
Office Rent	82,412	110,000	(27,588)	(33%)
Service Charge	7,320	22,000	(14,680)	(201%)
Property Services	174,461	192,950	(18,489)	(11%)
Other Office services	600	-	600	100%
Office equipment < £1000	1,111.2	-	1,111	100%
Office Services	1,711	-	1,711	100%
Other Professional Fees	3,516.2	-	3,516	100%
Legal Advice	3,324.0	-	3,324	100%
Professional fees	6,840	-	6,840	0%
DEPARTMENTAL TOTAL	183,012	192,950	(9,938)	(5%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

FINANCE

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	247,995	392,920	(144,925)	(58%)
Overtime pay	2,422	2,000	422	17%
National insurance cost	25,736	47,150	(21,414)	(83%)
Pension cost	14,009	10,824	3,185	23%
Temporary staff	127,594	30,470	97,124	76%
Payroll	417,756	483,364	(65,608)	(16%)
Fares	103	1,500	(1,397)	(1351%)
Subsistence	680	1,000	(320)	(47%)
Travel & Subsistence	783	2,500	(1,717)	(219%)
Printing and stationery	8,621	9,000	(379)	(4%)
Mobile phone	620	700	(80)	(13%)
Couriers	797	800	(3)	(0%)
Office Services	10,037	10,500	(463)	(5%)
Other Professional Fees	7,517	11,000	(3,483)	(46%)
Legal Advice	-	1,000	(1,000)	
Internal Audit	23,245	24,000	(755)	(3%)
External Audit Fees	38,998	40,000	(1,002)	(3%)
Pension Administrator	48,118	3,204	44,914	93%
Taxation Advice	6,800	3,500	3,300	49%
Professional Fees	124,678	82,704	41,974	34%
Small project costs	13,415	5,000	8,415	63%
Project costs	13,415	5,000	8,415	63%
Bank charges	105,031	70,000	35,031	33%
Subscriptions	921	1,200	(279)	(30%)
Training	3,222	8,000	(4,778)	(148%)
General Insurance	41,798	49,000	(7,202)	(17%)
Specific Departmental Costs	150,972	128,200	22,772	15%
DEPARTMENTAL TOTAL	717,641	712,268	5,373	1%

**HEALTH AND CARE PROFESSIONS COUNCIL
BUDGET FOR YEAR ENDING 31 MARCH 2014**
FITNESS TO PRACTISE

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	1,836,193	2,423,061	(586,868)	(32%)
Overtime	5,299	9,000	(3,701)	(70%)
National insurance cost	200,244	287,738	(87,494)	(44%)
Pension cost	67,930	75,847	(7,916)	(12%)
Temporary staff	44,417	92,880	(48,463)	(109%)
Payroll	2,154,083	2,888,525	(734,442)	(34%)
Fares	55,165	55,914	(749)	(1%)
Conferences	1,093	2,000	(907)	(83%)
Travel & Subsistence	56,258	57,914	(1,656)	(3%)
Security	5,000	9,000	(4,000)	(80%)
Property Services	5,000	9,000	(4,000)	(80%)
Printing and stationery	141,249	163,865	(22,616)	(16%)
Room Hire	166,627	145,153	21,474	13%
Catering	45,015	42,340	2,674	6%
Mobile Phone	3,456	7,800	(4,344)	(126%)
Video Conferencing	3,090	9,000	(5,910)	(191%)
Office Services	359,437	368,159	(8,722)	(2%)
Internet/3G	259	4,800	(4,541)	(1752%)
Computer Services	259	4,800	(4,541)	(1752%)
Panels (Fee & Travel)	1,869,747	3,283,532	(1,413,786)	(76%)
Registration Appeals (Fee & Trave	30,953	85,907	(54,953)	(178%)
Witness	108,325	276,195	(167,871)	(155%)
Partners	2,009,024	3,645,634	(1,636,610)	(81%)
Annual Reports	9,871	13,000	(3,129)	(32%)
Brochures	5,000	5,000	-	0%
Communications	14,871	18,000	(3,129)	(21%)
Legal Advice	424,999	470,000	(45,001)	(11%)
Other Legal Costs	56,565	48,000	8,565	15%
Disc Trans Writer	334,069	462,634	(128,564)	(38%)
Legal Expenses	3,215,179	4,046,260	(831,081)	(26%)
Professional Fees	4,030,812	5,026,894	(996,082)	(25%)
Small Project costs	45,876	53,200	(7,324)	(16%)
Project Costs	45,876	53,200	(7,324)	(16%)
Counselling	-	9,000	(9,000)	0%
Legal insurance	42,381	80,200	(37,819)	(89%)
Staff training	91,411	106,798	(15,387)	(17%)
Specific Departmental Costs	133,792	195,998	(62,207)	(46%)
DEPARTMENTAL TOTAL	8,809,413	12,268,125	(3,458,712)	(39%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

HR

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	170,847	178,216	(7,369)	(4%)
Overtime	0	1,000	(1,000)	
National insurance cost	19,186	21,386	(2,200)	(11%)
Pension cost	10,859	12,475	(1,617)	(15%)
Other payroll costs				
Staff recruitment	115,298	112,000	3,298	3%
Temporary Staff	-	2,000	(2,000)	
Payroll Contingency	11,250	17,000	(5,750)	(51%)
Payroll	327,439	344,077	(16,638)	(5%)
Fares	1,399	1,500	(101)	(7%)
Subsistence	456	600	(144)	(32%)
Travel & Subsistence	1,855	2,100	(245)	(13%)
Printing and stationery	778	750	28	4%
Courier charges	82	150	(68)	(83%)
Mobile telephone	610	610	(1)	(0%)
Office Services	1,470	1,510	(40)	(3%)
Internet/3G	1,080	-	1,080	100%
Computer Services	1,080	-	1,080	100%
Other Professional Fees	24,040	25,000	(961)	(4%)
Legal Expenses	28,000	35,000	(7,000)	(25%)
Employee Assistance Programme	14,498	17,500	(3,002)	(21%)
Reward Data	12,500	16,000	(3,500)	(28%)
Professional Fees	79,037	93,500	(14,463)	(18%)
Subscriptions	781	1,000	(219)	(28%)
Training	14,955	11,000	3,955	26%
Organisational Training	54,000	56,000	(2,000)	(4%)
Specific Departmental Costs	69,737	68,000	1,737	2%
DEPARTMENTAL TOTAL	480,618	509,187	(28,569)	(6%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

PARTNERS

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	106,875	106,887	(12)	(0%)
National insurance cost	10,451	10,550	(100)	(1%)
Temporary Staff	1,800	3,600	(1,800)	(100%)
Payroll	119,126	121,037	(1,912)	(2%)
Fares	498	498	-	0%
Subsistence	252	252	-	0%
Travel & Subsistence	750	750	-	0%
Printing and stationery	4,496	4,500	(4)	(0%)
Mobile phone	302	300	2	1%
Room hire	500	500	-	0%
Office Services	5,298	5,300	(2)	(0%)
Partners Recruitment & Interviews	76,219	65,220	10,999	14%
Partners Training	168,799	228,460	(59,661)	(35%)
Partners	245,018	293,680	(48,662)	(20%)
Legal advice	4,998	5,000	(2)	(0%)
Training	4,650	5,000	(350)	(8%)
Specific Departmental Costs	9,648	10,000	(352)	(4%)
DEPARTMENTAL TOTAL	379,840	430,767	(50,927)	(13%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

IT

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	320,615	400,074	(79,459)	(25%)
Overtime pay	4,343	4,800	(457)	(11%)
National insurance cost	36,086	48,009	(11,923)	(33%)
Pension cost	27,952	25,239	2,712	10%
Temporary Staff	17,769	8,800	8,969	50%
Payroll	406,764	486,922	(80,157)	(20%)
Fares	827	1,525	(698)	(84%)
Subsistence	1,389	2,300	(912)	(66%)
Travel & Subsistence	2,215	3,825	(1,610)	(73%)
Printing & stationery	478	500	(22)	(5%)
Mobile phone	3,277	2,700	577	18%
Telephone	27,063	33,500	(6,437)	(24%)
Office Services	30,818	36,700	(5,882)	(19%)
Internet/3G	21	260	(239)	(1144%)
Hardware < £1000	33,486	10,000	23,486	70%
Hardware support and maintenance	42,077	63,698	(21,621)	(51%)
General software support and maintenance	189,753	186,008	3,745	2%
NetRegulate software support and maintenance	182,401	213,032	(30,631)	(17%)
Managed Web & Internet services	324,505	341,998	(17,493)	(5%)
IT Consumables	2,995	6,000	(3,005)	(100%)
Specialist external support	10,000	12,000	(2,000)	(20%)
Offsite data archive	1,410	1,673	(263)	(19%)
IT Hardware Disposals	1,500	1,500	-	0%
Computer Services	788,148	836,170	(48,022)	(6%)
Legal Advice	4,835	5,000	(165)	(3%)
Professional Fees	4,835	5,000	(165)	(3%)
Project Costs	16,001	38,000	(21,999)	(137%)
Project costs	16,001	38,000	(21,999)	(137%)
Training	19,806	11,750	8,056	41%
Specific Departmental Costs	19,806	11,750	8,056	41%
DEPARTMENTAL TOTAL	1,268,588	1,418,367	(149,779)	(12%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

OPERATIONS

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	378,716	461,608	(82,892)	(22%)
National insurance cost	44,329	55,299	(10,971)	(25%)
Pension cost	36,254	43,524	(7,271)	(20%)
Payroll	459,299	560,432	(101,133)	(22%)
Fares	3,660	4,590	(930)	(25%)
Subsistence	1,571	2,500	(929)	(59%)
Conferences	-	-	-	0%
Travel & Subsistence	5,232	7,090	(1,858)	(36%)
Printing & Stationery	364	500	(136)	(37%)
Mobile phone	2,269	2,000	269	12%
Office services	2,633	2,500	133	5%
Internet & 3G	559	700	(141)	(25%)
Computer Services	559	700	(141)	(25%)
Legal Advice	53,664	-	53,664	100%
ISO 9001 Certification	4,118	5,400	(1,282)	(31%)
ISO 27001 Certification - Info security	5,000	15,000	(10,000)	(200%)
Professional Fees	62,782	20,400	42,382	68%
Small project costs	25,835	20,000	5,835	23%
Project Costs	25,835	20,000	5,835	23%
Disaster contingency plan	17,687	18,500	(813)	(5%)
Archive storage	17,378	18,000	(622)	(4%)
Subscriptions	350	10,500	(10,150)	(2896%)
Training	35,045	27,500	7,545	22%
Specific Departmental Costs	70,460	74,500	(4,040)	(6%)
DEPARTMENTAL TOTAL	626,799	685,622	(58,823)	(9%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

POLICY

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	169,953	205,788	(35,835)	(21%)
National insurance cost	19,203	25,019	(5,816)	(30%)
Pension cost	24,449	23,428	1,020	4%
Payroll	213,605	254,235	(40,630)	(19%)
Fares	8,637	10,000	(1,363)	(16%)
Subsistence	4,297	8,040	(3,743)	(87%)
Conferences	750	1,000	(250)	(33%)
Travel & Subsistence	13,683	19,040	(5,357)	(39%)
Printing & Stationary	11,664	8,750	2,914	25%
Mobile phone	360	872	(512)	(142%)
Room Hire	3,978	4,500	(522)	(13%)
Office Services	16,002	14,122	1,880	12%
Standards of Proficiency (Prod, Dist)	29,700	25,000	4,700	16%
Market research	45,000	70,000	(25,000)	(56%)
Communications	74,700	95,000	(20,300)	(27%)
Legal Advice	(281)	7,000	(7,281)	2594%
Professional Fees	(281)	7,000	(7,281)	2594%
Training	7,230	8,000	(770)	(11%)
Subscriptions	715	780	(65)	(9%)
Specific Departmental Costs	7,945	8,780	(835)	(11%)
DEPARTMENTAL TOTAL	325,654	398,177	(72,523)	(22%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

REGISTRATION

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	968,630	1,128,218	(159,588)	(16%)
Overtime pay	28,539	75,760	(47,221)	(165%)
National insurance cost	94,827	135,386	(40,559)	(43%)
Pension cost	55,681	51,900	3,781	7%
Temporary Staff	243,206	20,000	223,206	92%
Payroll	1,390,882	1,411,264	(20,382)	(1%)
Fares	2723	3000	(277)	(10%)
Subsistence	3,999	4,000	(1)	(0%)
Conferences	4,000	4,000	-	0%
Staff Travel & Subsistence	10,722	11,000	(278)	-
Printing and stationery	552,812	519,244	33,568	6%
Mobile Phone	2,020	2,600	(580)	(29%)
Office Services	554,832	521,844	32,988	6%
Internet/3G	743	800	(57)	(8%)
Computer Services	743	800	(57)	(8%)
International Assessments	298,257	216,000	82,257	28%
Grandparenting assessments	65,596	0	65,596	100%
CPD Assessors	93,861	198,760	(104,899)	(112%)
Test of Competence (All Professions)	27,268	17,064	10,204	37%
Aptitude Tests	7,584	11,376	(3,792)	(50%)
Partners	492,566	443,200	49,366	10%
Other professional fee	5,030	5,000	30	1%
Legal Advice	8,000	8,000	-	0%
Professional Fees	13,030	13,000	30	0%
Small project costs	360	720	(360)	(100%)
Project Costs	360	720	(360)	0%
Subscriptions	11,689	8,288	3,401	29%
Training	41,420	50,524	(9,104)	(22%)
Specific Departmental Costs	53,108	58,812	(5,704)	(11%)
DEPARTMENTAL TOTAL	2,516,243	2,460,640	55,603	2%

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

SECRETARIAT

	Reforecast 2012-13 £	Budget 2013-14 £	Variance £	Variance %
Basic pay	129,465	186,774	(57,309)	(44%)
National insurance cost	14,763	22,413	(7,650)	(52%)
Pension cost	14,060	6,907	7,153	51%
Payroll	158,288	216,094	(57,806)	(37%)
Fares	1,224	3,000	(1,776)	(145%)
Subsistence	1,179	1,500	(321)	(27%)
Conferences	-	1,250	(1,250)	(100%)
Staff Travel & Subsistence	2,403	5,750	(3,347)	(139%)
Printing and stationery	30,692	29,290	1,402	5%
Mobile telephone	345	350	(5)	(2%)
Computer cost	31,868	0	31,868	100%
Office Services	62,904	29,640	33,264	53%
Other professional fees	35	35	-	0%
Legal advice	11,287	24,000	(12,713)	(113%)
Professional Fees	11,322	24,035	(12,713)	(112%)
Training	3,341	10,000	(6,659)	(199%)
Specific Departmental Costs	3,341	10,000	(6,659)	(199%)
DEPARTMENTAL TOTAL	238,259	285,519	(47,260)	(20%)

HEALTH AND CARE PROFESSIONS COUNCIL BUDGET FOR YEAR ENDING 31 MARCH 2014

DEPRECIATION

	Reforecast Budget		Variance £	Variance %
	2012-13 £	2013-14 £		
Property Depreciation	31,174	32,921	(1,747)	(6%)
Property Services	31,174	32,921	(1,747)	(6%)
Office Equipment depreciation	30,477	38,320	(7,842)	(26%)
Office Services	30,477	38,320	(7,842)	(26%)
Computer equipment depreciation	66,296	57,737	8,560	13%
Computer software depreciation	668,018	699,115	(31,098)	(5%)
Software Licences Depreciation	36,204	56,907	(20,703)	(57%)
Computer Services	770,518	813,759	(43,241)	(6%)
DEPARTMENTAL TOTAL	832,170	885,000	(52,830)	(6%)