

# HEALTH PROTECTION AGENCY MEETING OF THE HPA BOARD



24 and 25 January 2012

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## HPA Business Plan and Budget 2012/13

**Executive Sponsor: Tony Sannia**

### 1. PURPOSE OF THE PAPER

- 1.1 The HPA corporate Business Plan for 2012/13 is presented for endorsement by the Board, following Finance Committee review, before final approval by the Department of Health. This incorporates the finalised high level budget for 2012/13, based on funding agreed with the Department.
- 1.2 The plan has been drafted by the Executive Directors through their Key Health Protection Programmes and Divisions, in accordance with the guidance provided by the Department of Health for its Arm's Length Bodies, and consistent with the funding envelope set in the 2012/13 budget (Sections 3.5 to 3.12 of the plan).
- 1.3 A copy of the Business Plan 2012/13 is available on the Board's SharePoint site, or on request from the Board Secretary. This near final draft reflects the amendments requested at the special Executive Group meeting on the Business Plan held on 13 December 2011.

### 2. RECOMMENDATION

- 2.1 The Board is asked to:
  - a) **NOTE** that the draft HPA corporate Business Plan was submitted to the Department of Health within an agreed time frame. It was also received by the Executive Group at its meeting on 10/11 January 2012.
  - b) **NOTE** the next steps in finalising the content and adoption of the plan set out below.
  - c) **AGREE** the plan, subject to incorporation of final points from the Department of Health.
  - d) **AGREE** the high level 2012/13 budget set out in Chapter 3 of the plan.

### 3. NEXT STEPS

- 3.1 The draft Business Plan will be considered by the HPA Finance Committee at its meeting on 19 January 2012 and will be amended according to feedback received.
- 3.2 The Director of Finance and Resources and members of the Business Planning Team will attend a face-to-face meeting with members of the Department of Health Arm's Length Body Transition Team towards the end of January and will receive feedback and possibly requests for amendments and additional information. The Business Plan will be re-submitted to the Department of Health for final sign off.

- 3.3 The final version of the Business Plan will then be posted to the Board's SharePoint site and published internally, in good time for the start of the new financial year.

**Dr Isobel Rosenstein**

*Head of Business Planning and Reporting*

January 2012