

<h2>Remuneration Committee</h2>

Minutes of the 20th meeting of the Remuneration Committee held in public as follows:-

Date: Thursday 9 March 2017

Time: 10:30 am

Venue: The Council Chamber, Health and Care Professions Council, Park House,
184 Kennington Park Road, London SE11 4BU

Present: Elaine Buckley
Robert Templeton
Nicola Wood
Graham Towl

In attendance:

Teresa Haskins, Director of Human Resources
Andy Gillies, Director of Finance (Items 1 – 9)
Marc Seale, Chief Executive and Registrar (Items 1 – 11)
Alan Hurst, Managing Director, QCG

Item 1. 17/1 Apologies for absence

- 1.1 No apologies for absence were received. The Chair welcomed two new members, Nicola Wood and Graham Towl, to the meeting.

Item 2. 17/2 Approval of agenda

- 2.1 The Committee approved the agenda.

Item 3. 17/3 Declarations of members' interests

- 3.1 Committee members had no interests to declare in connection with the items on the agenda.
- 3.2 Members of the Executive noted that later items related to their personal remuneration.

Item 4. 17/4 Minutes of the Remuneration Committee meeting of 10 March 2016 – public REM01/17

- 4.1 It was agreed that the minutes of the eighteenth meeting of the Remuneration Committee should be confirmed as a true record.
- 4.2 It was noted that there had been a brief meeting of the Committee on 20 May 2016 and that the minutes of this meeting needed to be approved by the Committee at its next meeting.

Item 5. 17/5 Terms of reference of the Remuneration Committee (report ref: REM02/17)

- 5.1 The committee received a paper from the Executive including best practice guidance from ICSA (Institute of Chartered Secretaries and Administrators)
- 5.2 The committee reviewed the terms of reference for the Remuneration Committee, as set out in the Standing Orders for Committees of the HCPC, paragraphs 2.4 and 9.1.3.
- 5.3 During discussion, the following points were made:-
- It was noted that the ICSA guidance indicated that in order to maximise objectivity in the Committee's decision making, it was best practise that the Chair of Council should not also be the Chair of the Remuneration Committee.
 - The size of the Committee had recently been increased from three to four to increase objectivity and to ensure that a range of views were considered.
 - It was noted that one scheduled meeting per year might be insufficient to consider and debate the range of complex issues

presented in the papers. In addition to the regular meeting in March, an additional meeting, discretionary meeting should be scheduled in October or November to fit in with budget planning processes.

- 5.4 It was agreed to make a recommendation to the Council to amend the Standing Orders for Committees of the HCPC so that the Chair of the Remuneration Committee should not also be the Chair of Council.
- 5.5 It was agreed to make a recommendation to the Council to amend the Standing Orders for Committees of the HCPC so that the committee had one compulsory meeting per year.
- 5.6 It was agreed to increase the frequency of pre-scheduled meetings from one to two each year, one compulsory meeting in March and one discretionary meeting later in the year to fit with the budget timetable.

Item 6. 16/5 Date and time of next meeting

- 5.1 It was noted that the date and time of the next meeting was to be agreed.

Resolution

The Committee resolved that the remainder of the meeting should be held in private, because the matters to be discussed related to the following;

- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;