

Remuneration Committee

Minutes of the meeting of the Remuneration Committee held in public on:

Date: Thursday 17 October 2024

Time: 2pm

Venue: By videoconference (Microsoft Teams)

Members: Sue Gallone (Chair)
Neville Hounsome
John McEvoy
Valerie Webster

Attendees:

Fatma Ali, Head of HR and OD
Francesca Bramley, Governance Manager
Alastair Bridges, Executive Director of Resources
Karen Flaherty, Head of Governance
Bernie O'Reilly, Chief Executive and Registrar

Public meeting

1. Welcome and introduction

- 1.1. The Chair welcomed those present and attending to the meeting.

2. Apologies for absence

- 2.1. There were no apologies for absence.

3. Approval of agenda

- 3.1. The Committee approved the agenda.

4. Declarations of members' interests in relation to agenda items

- 4.1. Each of the Committee members declared their interest in relation to the items on the agenda relating to Council and independent committee member remuneration, including the Independent Committee Member and two members of the Committee who were Registration Appeal Panel Chairs.
- 4.2. It was noted the members of the executive and senior leadership teams attending also had an interest in the items relating to the HCPC pay policy, the employee pay award and the HCPC employee pension scheme items, however, they would not be involved in making the decisions about these items.

5. Minutes of the Remuneration Committee meeting held in public on 7 March 2024

- 5.1. The Committee approved the minutes as an accurate record of the meeting of the Remuneration Committee held in public on 7 March 2024.

6. Matters arising

- 6.1. There were no matters arising from the previous meeting held in public.

Items for decision/discussion

7. Review of Committee effectiveness

- 7.1. The Committee reviewed the paper setting out the responses to a questionnaire that had been circulated in September 2024 to Committee members and regular attendees of Committee meetings to inform the review of the Committee's effectiveness.

7.2. The Committee noted that responses to the questionnaire had been positive overall, with three feedback themes relating to:

- providing greater clarity around the remit of the Committee in terms of decision-making and advisory and oversight roles and the information provided to the Committee to support it in its work;
- better defining the policies applicable to the Committee's functions and decision-making to inform its approach; and
- promoting greater input and challenge in relation to the work of the Committee from the wider Council.

7.3. The Committee considered the reliance of the Committee on the knowledge and experience of the Independent Committee Member. Committee members valued the specialist expertise and contribution of the Independent Committee Member, which supported the skills and experience of the Council members and had helped the Committee to develop and improved its decision-making. The Committee agreed that the present position was satisfactory but that HR expertise would be welcome in future members.

7.4. The Committee agreed that it was operating effectively and noted and endorsed the recommendations set out in the report. The Committee Chair added that the meetings with the Chair of the Council and the chairs of the Council's committees also enabled the sharing of information and input into the work of the committees.

7.5. The Committee Chair would report to the Council on the results of the review of the Committee's effectiveness in the Chair's report to the Council at its next meeting.

8. Review of Committee's standing orders

8.1. The Committee considered the paper setting out proposed amendments to the Committee's standing orders, which had last been reviewed and amended by the Council in February 2022.

8.2. The Committee confirmed that it would be appropriate to review remuneration policies annually prior to any review of pay. This would not require detailed benchmarking of pay bands or salary structure more frequently than set out in the HCPC pay policy and principles.

8.3. The Committee agreed to recommend the revised standing orders to the Council, subject to including other employee benefits, such as pensions, in the review by the Committee of significant changes to policies affecting employee remuneration.

Items for noting

9. Committee forward plan 2025

- 9.1. The Committee noted the forward plan of business for the Committee for 2025, which would be updated to reflect the changes to the Committee’s standing orders approved earlier in the meeting.

10. Resolution to move the meeting to private session

- 10.1. The Committee resolved that the remainder of the meeting would be held in private, because the business being considered concerns information relating to an employee or officer holder, former employee or applicant for any post or office and the source of information has been given to the Committee in confidence.

The meeting was briefly adjourned.

Chair.....

Date.....

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