

<h2>Remuneration Committee</h2>

Public minutes of the 35th meeting of the Remuneration Committee held on:-

Date: Monday 15 June 2020

Time: 9.30am

Venue: By videoconference

Present: Kathryn Foreman (Chair)
Nicola Scrivings
David Stirling
Stephen Wordsworth

In attendance:

Claire Amor, Secretary to the Committee

Part 1 - Public

Item 1. Chair's welcome

1.1 The Chair welcomed those present to the meeting.

Item 2. Apologies for absence

2.1 There were no apologies for absence

Item 3. Approval of agenda

3.2 The Committee approved the agenda.

Item 4. Declarations of members' interests

4.1 There were no interests declared.

Item 5. Public minutes of the Remuneration Committee meeting of 12 March 2020

5.1 The Committee approved the public minutes of the Remuneration Committee meeting of 12 March 2020.

Item 6. HCPC Committee review 2020

6.1 The Committee noted that the aims of the review were to ensure that:-

- committees are working, adding value and are relevant;
- the right committee structure is in place for the next 3-5 years;
- committees are focused on the right areas of work to support the HCPC Council in its governance role; and
- committees have the right skills to support its work and cognisant of succession planning.

6.2 The Committee reflected on its work over the last 12-24 months with reference to its terms of reference. The following points were agreed:-

- there had been instances in the last year where the Committee were not consulted as per the TOR. This had been raised and addressed to prevent reoccurrence;

- the Committee wished to see more importance placed on the role of performance appraisals in the HCPC's culture and when considering the annual pay award.

6.3 The Committee reflected on its membership. The following points were agreed:-

- the Committee would benefit from strengthening skills around strategic pension management, and practical pay and reward.

6.4 The Committee discussed its recommendations for change to its terms or reference or other aspects of its work in future. The following points were agreed:-

- talent and succession planning were not in the Committee's TOR and this was an area the Council should seek assurance on. In other organisations a Remuneration and Appointments Committee would consider succession planning for senior appointments;
- equality diversity and inclusion, organisational design and HR policy did not have a 'home' in the current committee structure and this needed to be addressed; and
- the Committee did not have a preference as to where these issues were considered, but felt it was important that they were included in the TOR of a committee.

6.5 The Committee discussed how the HCPC could ensure effective oversight and scrutiny of finance and people. The following points were agreed:-

- operational reporting needed to be filtered out of council business, committees could provide assurance to Council that these areas were being reviewed with appropriate time and depth; and
- the HCPC had had a finance and resource committee previously, which was disbanded when Council meeting format moved to two days. One day being focused on operational reporting. This was no longer the council meeting format.

6.6 The Committee discussed cross-committee working. The following points were agreed:-

- the Committee had referred agenda business to the Audit Committee previously;
- understanding of how the Committees inter-relate could be improved; and
- other Committees should be able to input into the prioritisation of the annual internal audit plan.

6.7 The Committee noted that some members had experienced other Committees having a number of development aims and a workplan for the year which would feed into the annual report to Council.

6.8 The Committee noted that the points raised in the discussion would be combined with individual member feedback already received. This would then form the Committee's questionnaire response for submission.

Item 7. Any other business

7.1 There was no further business

Item 8. Date and time of next meeting

8.1 Thursday 22 October 2020 - 10.30am.

Item 9. Resolution

The Committee adopted the following:

'The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.'

Item	Reason for Exclusion
10	B

Item 10. Private minutes of the Remuneration Committee meeting of 12 March 2020

10.1 The Committee approved the private minutes of the Remuneration Committee meeting of 12 March 2020.

Chair.....

Date.....

Unconfirmed