

Council Meeting

A meeting of the Council will take place as follows:

- Date:** Thursday 26 September 2024
- Time:** 10am
- Venue:** Videoconference (Zoom)

Please contact the Council Secretary by email to secretariat@hcpc-uk.org if you are unable to attend or in the case of any enquiries.

Public meeting agenda

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|----|---|-------------------------|--------|
| 1. | Chair's welcome and introduction | 10.00-10.05
(5 mins) | verbal |
| | a. Apologies for absence | | |
| | b. Approval of agenda
To approve the agenda, including agreement to any change to the order of business at the meeting | | |
| | c. Declaration of members' interests in relation to agenda items
To disclose any personal interest in any matter under consideration at the meeting, whether or not declared previously | | |
| | d. Minutes of the Council meeting on 18 July 2024
To approve | | paper |
| | e. Matters arising
To note the responses to the actions from the previous meeting(s) held in public | | paper |
| 2. | Chair's Report
To note
Christine Elliott, Chair | 10.05-10.10
(5 mins) | paper |

Performance reports

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|----|--|--------------------------|-------|
| 3. | Chief Executive's Performance Report
To discuss
Bernie O'Reilly, Chief Executive and Registrar | 10.10-10.30
(20 mins) | paper |
| 4. | Finance Report
To discuss
Alastair Bridges, Executive Director of Resources | 10.30-10.50
(20 mins) | paper |
| 5. | Fitness to Practise Performance Report
To discuss
Laura Coffey, Executive Director of Fitness to Practise and Tribunal Services | 10.50-11.10
(20 mins) | paper |

Items for discussion/decision

- | | | | |
|-----|---|--------------------------|-------|
| 6. | Fees consultation response
To approve
Alastair Bridges, Executive Director of Resources
Rachael Gledhill, Head of Policy and Standards | 11.10-11.35
(25 mins) | paper |
| 7. | Council and Committee members annual review process
To approve
Karen Flaherty, Head of Governance | 11.35-11.45
(10 mins) | paper |
| 8. | Council and independent Committee member appointments
To approve
Karen Flaherty, Head of Governance | 11.45-11.55
(10 mins) | paper |
| 9. | Council Apprentice 2025
To approve
Karen Flaherty, Head of Governance | 11.55-12.00
(5 mins) | paper |
| 10. | Update on environmental sustainability statement commitments and actions
To discuss
James McMahon, Head of Estates and Facilities Management | 12.00-12.20
(20 mins) | paper |

Items for noting

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|-----|---|-------------------------|-------|
| 11. | Chair's report and draft minutes of the meeting the Education and Training Committee held in public on 11 September 2024 | 12.20-12.25
(5 mins) | paper |
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12. **Chair’s report and draft minutes of the meeting of the People and Resources Committee held in public on 12 September 2024** paper

13. **Chair’s report of the meeting of the Audit and Risk Assurance Committee held in public on 18 September 2024** verbal

14. **Council reflection** 12.25-12.30 (5 mins) verbal
 To offer views on the meeting, including what went well and what could be improved and reflect on the impact of meeting in person and how the HCPC’s values have been reflected in discussions and decisions

15. Resolution

To resolve 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 applicant for registration;
- (b) information relating to an employee or office holder, former employee or office holder or an 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 or 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
16	H
17	H
18	H
19	H
20	C
21	G and H
22	H
23	H
24	H
25	H
26	H

Break

Private meeting agenda

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|---|-----------------------|-------|
| 16. Minutes of the private session of the Council meeting on 18 July 2024
To approve | | paper |
| 17. Matters arising
To note the responses to the actions from the previous meeting(s) held in private | 2.00-2.05
(5 mins) | paper |

Items for discussion/decision

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|---|------------------------|--------|
| 18. Annual report and accounts 2023-24 | | |
| a. Annual report and accounts 2023-24
To approve
Karen Flaherty, Head of Governance
Alastair Bridges, Executive Director of Resources | 2.05-2.30
(25 mins) | |
| b. External audit report
To note
Alastair Bridges, Executive Director of Resources | 2.30-2.40
(10 mins) | |
| c. National Audit Office audit completion report and audit certificate
To note
Alastair Bridges, Executive Director of Resources | 2.40-2.50
(10 mins) | paper |
| d. Management letters of representation addressed to the external auditor and National Audit Office
To approve
Alastair Bridges, Executive Director of Resources | 2.50-2.55
(5 mins) | |
| 19. Fitness to Practise Annual Report 2023-24
To approve
Laura Coffey, Executive Director of Fitness to Practise and Tribunal Services | 2.55-3.15
(20 mins) | paper |
| 20. External auditor appointment
To approve
Alastair Bridges, Executive Director of Resources | 3.15-3.25
(10 mins) | paper |
| 21. Professional Standards Authority Periodic Performance Review 2024-25
To discuss
Anna Raftery, Head of Assurance and Compliance | 3.25-3.40
(15 mins) | verbal |

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| 22. Communications
To discuss
David Stirling, Senior Council Member | 3.40-3.50
(10 mins) | verbal |
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Items for noting

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|---|-----------------------|--------|
| 23. Draft minutes of the meetings the Education and Training Committee held in private on 30 August 2024 and 11 September 2024 | | paper |
| 24. Draft minutes of the meeting of the People and Resources Committee held in private on 12 September 2024 | 3.50-3.55
(5 mins) | paper |
| 25. Report of the meeting of the Audit and Risk Assurance Committee held in private on 18 September 2024 | | verbal |
| 26. Council reflection
To offer views on the meeting, including what went well and what could be improved and reflect on the impact of meeting in person and how the HCPC's values have been reflected in discussions and decisions | 3.55-4.00
(5 mins) | verbal |