

Matters Arising

The actions as agreed at the previous public meetings of the Committee are set out below. The Committee is requested to note the responses to the actions.

Action no	Date of meeting	Agenda item	Action	Lead	Date due	Response
2	28 February 2024	Resources Directorate Performance Report	Where possible, external benchmarking should be included in the report from April 2024 reporting onwards.	Executive Director of Resources	06/06/2024	A number of benchmark measures, where available, have been included in the April Resources Directorate Report.
3	28 February 2024	HR Performance Report	The Head of HR and OD would clarify how the exit interview feedback data correlated with the reference to positive feedback addressing culture in the executive summary of the report.	Head of HR and OD	06/06/2024	This has been clarified in the HR Performance Report submitted to the June Committee meeting.
4	28 February 2024	Finance Report	The Executive Director of Resources would confirm:  (a) the source of the 20% of registration costs that were not attributable to the rise in international applications; and  (b) the costs arising from the appointment of a short-term contractor to support the implementation of Business Central.	Executive Director of Resources	06/06/2024	(a) The increase in costs based on the forecast compared to the original budget mostly related to the increase in international assessors' fees as a result of higher volumes of international applications, which accounts for 80% of the total forecast increase. The remaining 20% was mostly for the extension of the additional staff recruited to deal with the increase in international applications.  (b) A Business Central specialist began working for the HCPC from 8 January 2024. The total costs for financial year 2023-24 were approximately £50k.
5	28 February 2024	Partner Report	Future reports should include a brief summary of mitigating actions/next steps for each of the risks identified.	Partner Project Lead	06/06/2024	This will be included in the Partner Report from Q4 2023-24 onwards.
6	28 February 2024	Pay Gap Reports	Any queries and/or feedback on the reports would be submitted to the Head of HR and OD via email in advance of the publication date (6 April 2024).	Head of HR and OD	06/04/2024	Feedback was received from Committee members and this informed the final versions of the pay gap reports, which have now been published.
7	28 February 2024	Reserves Policy	The Executive Director of Resources would review the consistency of language in the paper and further clarify the principles set out in the report prior to submission to the Audit and Risk Assurance Committee.	Executive Director of Resources	20/03/2024	Action completed. The reserves policy was approved by the Council at its meeting on 20 March 2024.
8	28 February 2024	Reserves Policy	Following the Audit and Risk Assurance Committee meeting on 13 March, the Committee Chair and the Executive Director of Resources would meet with the Audit and Risk Assurance Committee Chair to agree whether the Reserves Policy should be submitted to the Council at this time.	Committee Chair/ Executive Director of Resources	20/03/2024	Action completed. The reserves policy was approved by the Council at its meeting on 20 March 2024.

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9	28 February 2024	Review of Committee Effectiveness	<p>The Head of Governance would work with colleagues to:</p> <p>(a) review the information presented to the Committee and ensure alignment with the role and responsibilities of the Committee as set out in its standing orders, supported by the development of a new cover sheet and report writing guidance that would be shared with colleagues for feedback;</p> <p>(b) set up a Committee workshop to allow time for less structured discussion, possibly towards the end of the year to take account of early and budgeting and planning processes; and</p> <p>(c) through discussion with the Chair, consider whether more discussion time could be allocated to the reports from the chairs of committees at the Council, or whether this could be a regular addition to the annual Council seminar programme.</p>	Head of Governance	31/07/2024	<p>(a) The development of the cover sheet is under way, with consultation with senior and executive leadership teams in June prior to reviewing with Committee and Council Chairs.</p> <p>(b) We are planning to do this around the Council meeting on Thursday 5 December to reduce the travel required by Council members, and to cover budget-setting and financial planning, which is in progress at this time of the year. This is awaiting confirmation from the Finance team following the introduction of Business Central.</p> <p>(c) This will be considered by the Council and Committee Chairs at a meeting of the Chairs in June 2024.</p>