

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 |
|-----------|------------------|--|--|--------------------|------------|--|
| 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 | 31/10/2024 | <p>(a) Feedback on the proposed cover sheet and guidance has been received from the senior and executive leadership teams and is being incorporated prior to sharing with Committee and Council Chairs for review ahead of implementation.</p> <p>(b) We are planning to do this around the Council meeting on Thursday 5 December so this can take place in person and reduce the travel required by Council members. The plan is to cover the principles and process for budget-setting, as this progresses at this time of year, and financial planning. We are finalising the structure and topics for this session and would welcome any feedback and confirmation that you would be able to attend.</p> <p>(c) This will be considered by the Council and Committee Chairs at a meeting of the Chairs in September 2024.</p> |
| 10 | 6 June 2024 | Resources Directorate Performance Report | <p>The Executive Leadership team (ELT) would:</p> <p>a) confirm the proposed timeline for reviewing the hybrid working policy; and</p> <p>b) undertake benchmarking of the office attendance policies across other similar organisations to inform the HCPC's future position.</p> | ELT | | <p>a) The ELT has commissioned work to review compliance with the hybrid working policy and to document formally agreed exceptions in accordance with the separate flexible working policy. Once this exercise has been completed, the ELT will continue to consider monthly reports on compliance with the hybrid working policy and will review the policy at the end of the 2024 calendar year, to determine whether any changes to the policy, or other changes to ways of working in accordance with the policy, are required.</p> <p>b) The ELT has reviewed other regulators' office attendance policies, which has confirmed that the HCPC's policy is broadly in line with general practice across the sector, although details vary according to business need. The Nursing and Midwifery Council (NMC) does not have a corporate benchmark, with different functions setting their own benchmarks linked to business need; for FTP and Registrations this is two days per week; some corporate teams also have business-driven expectations - e.g. estates/reception and IT deskside support. The NMC will be reviewing this policy following their culture review. The General Dental Council has an expectation of two days per week with three days expected for the senior executive. The General Medical Council require one to two days depending on roles.</p> |

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| 11 | 6 June 2024 | Resources Directorate Performance Report | The Executive Director of Resources would confirm the benchmark for hearings utilisation. | Executive Director of Resources | 12/09/2024 | The benchmarks for hearings utilisation used in the Resources Directorate Performance Report are: Red >10% Amber >=15% Green >=20% These were set at the same level as the office attendance benchmarks when the metrics were being developed. It should be noted that this metric relates to hearings held in the tribunal suites and so does not capture all utilisation of the tribunal suites, which are also available for use by HCPC staff as meeting rooms when not required for a hearing. |
| 12 | 6 June 2024 | HR Performance Report | The employee pulse survey results for quarter four of 2023-24 would be shared with the Committee following the meeting. | HR Business Partner | 12/09/2024 | The quarter 4 results were shared with Committee members on 16 July 2024. Action completed. |
| 13 | 6 June 2024 | HR Performance Report | Future HR Performance Reports would include the employee pulse survey results in an appendix. | HR Business Partner/ Head of HR | 12/09/2024 | This has been actioned for the report submitted to the September Committee meeting. Action completed. |
| 14 | 6 June 2024 | HR Performance Report | The ELT would consider whether there was any learning from the APDR process that could increase pulse survey and exit interview completion rates. | ELT | | The ELT is undertaking a review of ways in which we can most effectively measure and understand culture and engagement across the HCPC. This includes reviewing the effectiveness of the current pulse surveys and whether there are alternatives that might provide a fuller understanding of culture and engagement across the whole organisation. This review is considering what incentives and other means can be used to encourage high levels of completion of surveys and other means of measuring and understanding employees' views. The Committee will receive a separate update on the outcome of this work later in the year. |
| 15 | 6 June 2024 | Finance Report | The direct and indirect costs associated with international applications would be provided to the Committee to inform the Committee's understanding of the financial impact. This discussion would include a review of the level of resource required and risk of variations in the number of international applications. | Head of Finance | 12/09/2024 | A report outlining these costs is included on the agenda for the September Committee meeting. |