

Remuneration Committee

Minutes of the 44th meeting of the Remuneration Committee held in public on:

Date: Thursday, 9 November 2023

Time: 10am

Venue: By videoconference

Present: Valerie Webster (Chair)
Rebekah Eglinton
Kathryn Foreman
Neville Hounsome

In attendance:

Fatma Ali, Head of HR and OD
Claire Amor, Executive Director of Corporate Affairs
Alastair Bridges, Executive Director of Resources
Oore Fabunmi, Registration Advisor
Karen Flaherty, Head of Governance
Uta Pollmann, Partner Project Lead

Item 1. Chair's welcome

- 1.1 The Chair welcomed those present to the meeting, in particular Oore Fabunmi who was observing the meeting.

Item 2. Apologies for absence

- 2.1 Apologies were received from John McEvoy.

Item 3. Approval of agenda

- 3.1 The Committee approved the agenda.

Item 4. Declarations of members' interests

- 4.1 Each of the Committee members declared their interest in relation to the items on the agenda relating to the fees and expenses policy for Council and Committee members and Council and Committee member remuneration.

Item 5. Public minutes of the Remuneration Committee meeting of 16 March 2023

- 5.1 The Committee approved the public minutes of the Remuneration Committee meeting of 16 March 2023.

Item 6. Expenses Policies Review

- 6.1 The Committee considered the proposed changes to the following policies:

- Fees and expenses policy for HCPC Partners;
- Expenses policy for employees; and
- Fees and expenses policy for Council and Committee members.

- 6.2 These policies were reviewed and updated annually based on feedback from partners and operational areas on the operation of the policies in practice. The fees and expenses policy for HCPC Partners was reviewed initially and the expenses policy for employees and fees and expenses policy for Council and Committee members were then updated to reflect any changes that were also applicable to those policies. The review in 2023 had followed a less extensive review in 2022 as the HCPC waited to

understand the longer-term impact of the COVID-19 pandemic on travel and other arrangements.

6.3 The Committee discussed:

- the changes to payments for the costs of childcare and other caring responsibilities, which had been considered in detail as part of the equality impact analysis included with the paper, and supported the continued inclusion with pre-authorisation on a case-by-case basis to ensure that this support was available where needed despite payment being claimed infrequently, particularly given the HCPC's efforts to broaden the age demographic from which Partners were drawn;
- the removal of reimbursement for travel cards and the consideration of a cost-benefit analysis to permit reimbursement where there was a cost saving for the HCPC;
- the payment of partial fees to partners when education visits were cancelled between one and eight weeks prior to the visit to reflect the preparatory work that would have been undertaken, although this would be considered again following the broader review of the role of Partners in education taking place in 2024-25 to ensure the payment of fees in these circumstances remained appropriate; and
- the likely consequences for abuse of the policies.

6.4 The Committee approved each of the expenses policies subject the following changes requested by the Committee:

- to ensure that the requirement to use the HCPC travel management company was clear in all instances where travel and accommodation arrangements were referred to in the policies;
- to consider whether the use of travel cards historically would warrant consideration of reimbursement on a case-by-case basis where there was a potential cost saving for the HCPC;
- to ensure that the provisions relating to the circumstances and policy applicable to air travel were consistent across all policies to clarify its use in exceptional circumstances on a case-by-case basis subject to authorisation in advance;
- to be more explicit about the actions that the HCPC would take in the event of breach of the policies; and
- to replace a reference to employees with Council and Committee members in the Fees and expenses policy for Council and Committee members.

Action: Each of the expenses policies would be reviewed and amended to reflect the requested changes as applicable.

Item 7. Any other business

7.1 There was no other business.

Item 8. Date and time of next meeting

8.1 The next meeting on the Committee would take place on Thursday, 7 March 2024 at 10am.

Item 9. Resolution

The Committee resolved that the remainder of the meeting would 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 officer 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 Committee or the Council;
- f) action being taken to prevent or detect crime or to prosecute offenders;
- g) the source of information given to the Committee 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 Committee's or Council's functions.

Item	Reason for Exclusion
10	b
11	b
12	b, d and g
13	b
14	b
15	h

Chair.....

Date.....