

Agenda Item 10 (i)

Enclosure 10

**Health and Care Professions Council
07 December 2017**

**Minutes of the meeting held on 9 October
2017**

For information

From Graham Towl, Chair of the Committee

Remuneration Committee

Public minutes of the 23rd meeting of the Remuneration Committee held on:-

Date: Monday 9 October 2017

Time: 11:00 am

Venue: Room D, Health and Care Professions Council, Park House, 184
Kennington Park Road, London SE11 4BU

Present: Graham Towl (Chair)
Joanna Mussen
Nicola Scrivings
Gavin Scott

In attendance:

Claire Amor, Secretary to the Committee
Teresa Haskins, Director of Human Resources

Part 1 - Public

Item 1. Chairs welcome and introduction

- 1.1 The Chair welcomed those present to the 23rd meeting of the Remuneration Committee.
- 1.2 Joanna Mussen and Gavin Scott were welcomed as new members of the Committee appointed from the Council.
- 1.3 Nicola Scrivings was welcomed to her first meeting as the Independent member of the Remuneration Committee.

Item 2. Ways of working, Terms of Reference

- 2.1 The Chair noted that the Committee's Terms of Reference and membership was reviewed by the Council in May 2017 as part of a wider governance review.
- 2.2 The Committee discussed the confidentiality of matters discussed in private session and the importance of maintaining this confidentiality outside of formal meetings.
- 2.3 It was noted that non-Committee members attendance during private session is by invitation only and that the Committee should not hesitate to indicate when it wished to have the Executive withdraw from the meeting.
- 2.4 The Committee discussed the Terms of Reference. It was agreed that paragraph 2 should be amended to explicitly include all employee benefits that contribute to remuneration.
- 2.5 The Committee agreed that it would undertake a bi-annual Committee effectiveness review. Additionally it was noted that the Chair of the Committee is required to report to the Council annually on the business of the Committee.

Item 3. Apologies for absence

- 3.1 No apologies were received.

Item 4. Approval of agenda

- 4.1 The Committee approved the agenda.

Item 5. Declarations of members' interests

- 5.1 Committee members had no interests to declare in connection with the items on the agenda.
- 5.2 Members of the Executive noted that later items were broadly related to their remuneration.

Item 6. Minutes of the Remuneration Committee meeting of 2 May 2017 – public (report ref: REM 15/17)

- 6.1 The Committee received the draft public minutes from its meeting held on 2 May 2017.
- 6.2 The Committee agreed the minutes.

Item 7. Date and time of next meeting

- 7.1 It was noted that the date and time of the next meeting was to be agreed.

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
8	b, d
9	b, c, d
10	b, d

Summary of matters considered in private session.

The Committee agreed the private minutes of its meeting of 2 May 2017.

The Committee agreed to initiate an external review of the HCPC’s pay structure, principles and policy.

Chair.....

Date.....