

Council

Meeting Date	17 July 2025
Title	Annual summary of the Council committees 2024-25
Author(s)	Francesca Bramley, Governance Manager
Executive Sponsor	Claire Amor, Executive Director of Corporate Affairs
<p>Executive Summary</p> <p>It is good governance practice for each Committee of the Council to produce an annual report setting out how it has fulfilled its duties and responsibilities as outlined in its established standing orders. It is also good practice for each Committee to review its standing orders on an annual basis – making proposals for amendment as necessary to the Council – and to agree a forward plan of business for the year ahead. This paper provides a summary of the Council committees for 2024-25, as agreed at the meeting of the Council and Committee chairs on 23 September 2024.</p> <p>The HCPC's Council committees are:</p> <ul style="list-style-type: none"> • the Audit and Risk Assurance Committee (ARAC); • the Education and Training Committee (ETC); • the People and Resources Committee (PRC); and • the Remuneration Committee. <p>For each Committee, an overview is provided for each of the following:</p> <ul style="list-style-type: none"> • items considered by the Committee during 2024-25; • the review of the Committee standing orders in 2024-25; and • the Committee's forward plan for the remainder of 2025. <p>As this is the first annual summary of the Council committees, any feedback on the format and content of the report would be welcomed to improve future annual summaries.</p>	
Action required	The Council is asked to review the information provided and seek clarification on any areas.
Previous consideration	None
Next steps	The next annual summary will be provided to the Council in 2026.

Financial and resource implications	None identified
Associated strategic priority/priorities	Be visible, engaged and informed
Associated strategic risk(s)	None
Risk appetite	Influence/leadership - seeks
Communication and engagement	Not applicable
Equality, diversity and inclusion (EDI) impact and Welsh language standards	None identified
Other impact assessments	Not applicable
Reason for consideration in the private session of the meeting (if applicable)	Not applicable

Annual Summary of the Council Committees 2024-25

1 Introduction

- 1.1 It is good governance practice for all committees of the Council to submit an annual report setting out their key areas of focus over the past year and demonstrating how they have sought to perform their role in accordance with their agreed standing orders. This paper provides a summary of the Council committees for 2024-25, as agreed at the meeting of the Council and Committee chairs on 23 September 2024.
- 1.2 The Council committees are as follows:
- the Audit and Risk Assurance Committee (ARAC);
 - the Education and Training Committee (ETC);
 - the People and Resources Committee (PRC); and
 - the Remuneration Committee.
- 1.3 A review of each of the Committee's effectiveness was undertaken at the end of 2024-25 and actions are being taken forward to address the feedback themes.

2 Audit and Risk Assurance Committee

- 2.1 The ARAC met four times in 2024–25 in line with the Committee's standing orders. Members of the ELT, other employees, the internal auditors and the external auditors attend ARAC meetings by invitation.
- 2.2 The ARAC reviewed its standing orders in March 2025 and the updated standing orders were approved by the Council in March 2025. Most of the changes were of a typographical nature with only one material change in line with planned changes to the financial regulations and procurement policy to reflect the requirements of the government's managing public money guidance, which the HCPC is required to take into consideration.
- 2.3 During 2024–25, the ARAC considered the following internal audit reports:

Internal audit focus



2.4 During 2024–25, other matters considered by the ARAC included the following:



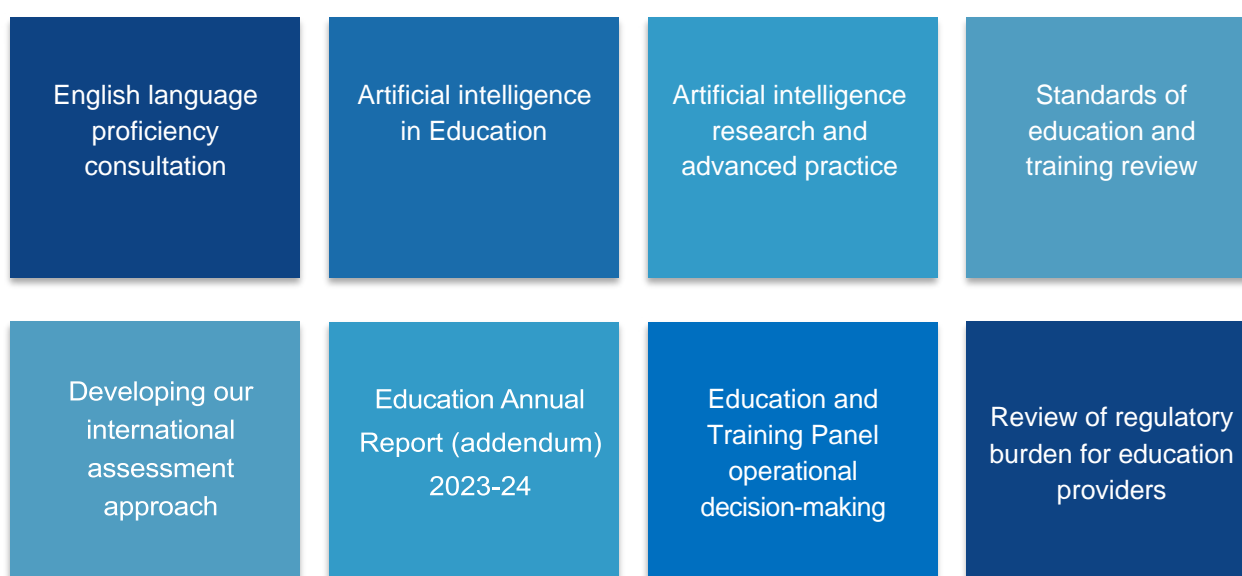
2.5 The ARAC’s forward plan for the remainder of 2025 includes the following:

- a cybersecurity and digital transformation risk workshop, which took place on 8 May 2025
- an annual follow up report on internal audit recommendations considered by the ARAC (received in June 2025);
- updated financial regulations and procurement policy (completed in June 2025);
- strategic risk deep dives covering speaking up (whistleblowing) in June 2025, the Professional Standards Authority performance review and a review of strategic risks and the corporate strategy.
- speaking up and whistleblowing updates;
- internal auditor appointment; and
- Recommendation of the annual report and accounts 2024-25 to the Council for approval.

3. Education and Training Committee

3.1 The ETC met five times in 2024–25 in line with the Committee’s standing orders. This included one extraordinary meeting that took place in August 2024 to consider a Tier 3 Education and Training Panel decision relating to the withdrawal of approval for an education programme.

- 3.2 The ETC reviewed its standing orders in March 2025 and the updated standing orders were approved by the Council in March 2025. Minor changes were made to clarify and streamline the information about the decision-making processes for the Education and Training Panel.
- 3.3 Helen White was appointed as the new independent member from 28 March 2025 bringing education quality assurance expertise to the ETC. With the support of the Council of Deans of Health, Dabbi Taylor, a leadership programme student, was identified as a student representative and has attended ETC meetings since March 2025 to provide an additional perspective to the Committee's discussion.
- 3.4 In addition to regular reports on Education and Registration performance, the matters considered by the Committee included the following:

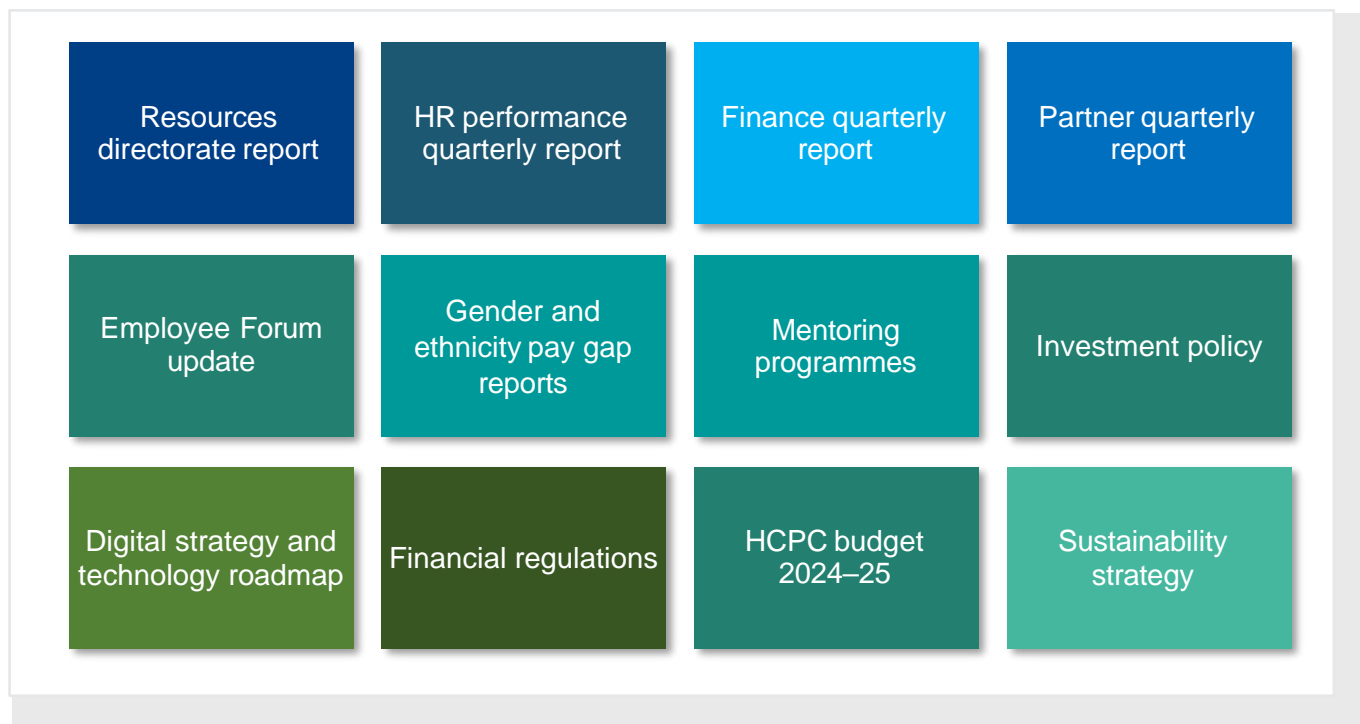


- 3.5 The ETC's forward plan for the remainder of 2025 includes the following:
- Standards of education and training (SETs) review – recommendation to the Council for approval;
 - Scope of practice and delegation update (received in June 2025); and
 - Education annual addendum report 2024-25.
- 3.6 The ETC meeting in November 2025 will take place in person at HCPC offices to support communication and cohesion among committee members.

4. People and Resources Committee

- 4.1 The People and Resources Committee (PRC) met four times in 2024–25 in line with the Committee's standing orders.
- 4.2 The PRC reviewed its standing orders in March 2025 and the updated standing orders were approved by the Council in March 2025. Minor non-material amendments were made to align the standing orders with those of the other Council committees and to reflect the HCPC's style guidance.

4.3 The matters considered by the PRC in 2024-25 included the following:



4.4 The PRC also held a workshop in December 2024 to discuss the HCPC's financial strategy, the budget-setting process for 2025-26 and medium term financial planning.

4.5 The PRC's forward plan for the remainder of 2025 includes the following:

- partners equality, diversity and inclusion report (received in June);
- procurement policy and financial strategy recommendation to the Council for approval (completed in June);
- reserves policy;
- partner remuneration policy;
- financial regulations;
- benefits realization and change management;
- sustainability strategy update;
- people strategy update; and
- workshop discussion on the 2026-27 budget and financial planning.

4.6 The PRC meeting in 2025 September will be held in person at HCPC offices to support communication and cohesion among committee members. The meeting will include a site tour to enable members to familiarise themselves with the premises, providing context to the PRC's estates discussions.

5. Remuneration Committee

5.1 The Remuneration Committee met four times in 2024–25 in line with the Committee's standing orders.

5.2 The Remuneration Committee reviewed its standing orders in October 2024 and the updated standing orders were approved by the Council in December 2024.

- to provide additional clarity around the scope of the responsibilities of the Committee, particularly where it is making decisions or making recommendations to the Council;
- to include reference to the use of a range of sources of information by the Committee to support its decision making;
- to include oversight of special severance payments to employees in line with the principles of HM Treasury's guidance about Managing Public Money; and
- to reflect changes made to the standing orders of other Council committees to provide consistency and reduce repetition.

5.3 The matters considered by the Remuneration Committee in 2024-25 included the following:

Pay review
2025-26
Pay policies and
principles

Council and
Committee
member
remuneration

Expenses policy

Chief Executive
annual pay review

5.4 Each year the Remuneration Committee also receives performance appraisals for the Chief Executive and Executive Leadership Team members individually.

5.5 The Remuneration Committee's forward plan for the remainder of 2025 includes the following:

- Council and committee member remuneration (as required);
- Council and Committee member remuneration policy and principles; and
- Chief Executive and Executive Leadership Team performance reviews.