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**Remuneration Committee**

**Public minutes of the 38<sup>th</sup> meeting of the Remuneration Committee held on:-**

**Date:** Friday 5 November 2021

**Time:** 12.30pm

**Venue:** By video call

**Present:** Sonya Lam (Chair)  
Stephen Cohen  
Neville Hounsome

**In attendance:**

Claire Amor, Secretary to the Committee  
Fatma Ali, Head of HR and OD

## Part 1 - Public

### **Item 1. Chair's welcome**

- 1.1 The Chair welcomed those present to the meeting.
- 1.2 The Chair noted that this was the first meeting of the recently appointed Independent Member of the Committee, Neville Hounsome. It was also the first meeting attended by the HCPC's Head of HR and OD, Fatma Ali. The Chair welcomed both Alistair and Fatma to the Committee.

### **Item 2. Apologies for absence**

- 2.1 There were no apologies for absence.

### **Item 3. Approval of agenda**

- 3.2 The Committee approved the agenda.

### **Item 4. Declarations of members' interests**

- 4.1 All present declared an interest in item 7, as the HCPC's expense policies applied to both Council and Committee members and employees.
- 4.2 The Secretary to the Committee and Head of HR and OD, though not members of the Committee or taking part in decision making, declared an interest in items 13-15 as it pertained to the HCPC remuneration arrangements for employees.

### **Item 5. Public minutes of the Remuneration Committee meeting of 12 March 2021**

- 5.1 The Committee approved the public minutes of the Remuneration Committee meeting of 12 March 2021.

### **Item 6. Matters arising**

- 6.1 The Committee noted the matters arising from its last meeting.

### **Item 7. Expense Policy Review**

- 7.1 The Committee received a paper from the Head of HR and OD.

- 7.2 The Committee noted that the HCPC's expenses policies were last updated in early 2020. The main change proposed as a result of the 2021 review was to promote more environmentally sustainable travel, in particular, limiting air travel other than in exceptional circumstances.
- 7.3 The Committee asked if the Executive were aware of any HMRC changes to allowances that would impact the policies. The Head of HR and OD noted that there were no relevant changes needing to be reflected.
- 7.4 The Committee noted that the changes to the policy did not prevent users from incurring their own costs to supplement their travel if this was outside of the policy e.g. paying the additional cost of a first class rail ticket for long distances.
- 7.5 The Committee asked if there were any equality impacts of the amendment to advocate electric car use. It was noted that this was a preference, only where the option was available and no equality impacts would result.
- 7.6 The Committee approved the revised Expense Policies. The Committee agreed that the policies should be implemented from 1 January 2022.

#### **Item 8. Any other business**

- 8.1 There was no further business.

#### **Item 9. Date and time of next meeting**

- 9.1 To be confirmed and circulated to members

#### **Item 10. 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;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) 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;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or

- (8) 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
11	2
12	2
13	2
14	2
15	2
16	2
17	2
18	2

Chair.....

Date.....

Unconfirmed