

Remuneration Committee

Minutes of the meeting of the Remuneration Committee (the Committee) held in public on:

Date: Thursday 26 February 2025

Time: 2pm

Venue: By videoconference (Microsoft Teams)

Members: John McEvoy (Chair)
Helen Grantham
Neville Hounsome
Pam Ricketts
Valerie Webster

Attendees:

Fatma Ali, Head of HR and OD
Aihab Al Koubaisi, Financial Controller
Francesca Bramley, Governance Manager
Alastair Bridges, Executive Director of Resources
Karen Flaherty, Head of Governance
Uta Pollmann, Partner Project Lead (from item 7)
Andrew Smith, Deputy Chief Executive and Executive Director of Education,
Registration & Regulatory Standards
David Stirling, Senior Council Member

Public meeting

1. Welcome and introduction

- 1.1. The Chair welcomed those present and attending to the meeting, particularly those Committee members who had recently joined the Council and those attending a meeting of the Committee for the first time.

2. Apologies for absence

- 2.1. There were no apologies for absence.

3. Approval of agenda

- 3.1. The Committee approved the agenda.

4. Declarations of members' interests in relation to agenda items

- 4.1. Each of the Committee members declared their interest in relation to the expenses policy item on the agenda, which applied to both Council and independent committee members.
- 4.2. It was noted the members of the executive and senior leadership teams attending also had an interest in the items relating to the expenses policy and the employee pay award, however, they would not be involved in making the decisions about these items.

5. Minutes of the Remuneration Committee meeting held in public on 17 October 2024

- 5.1. The Committee approved the minutes as an accurate record of the meeting of the Committee held in public on 17 October 2024.

6. Matters arising

- 6.1. There were no matters arising from the previous meeting held in public.

Items for decision/discussion

7. Review of expenses policy

- 7.1. The Committee considered the updated expenses policy, which had consolidated the previous employee, partner and Council and committee member expenses policies into a single policy document. The main changes to the policy were summarised.

7.2. Feedback received from the independent Committee member prior to the meeting would be incorporated into the policy as follows:

- paragraph 17 would be reworded to make it clear that reimbursement could be forfeited where expenses claims were submitted more than one month after the expense was incurred, without this automatically being the case;
- paragraph 22 would be reworded to make it clearer when open return tickets could be purchased; and
- the time from which taxis could be booked to travel home from the HCPC offices or a hotel could be booked when travelling on HCPC business, in paragraphs 45 and 48, respectively, would be aligned at 9pm.

7.3. The Committee discussed a number of areas, and received assurance around the limited impact of removing reimbursement of childcare expenses for partners, where there had been no recent claims made, and employees, where other support for childcare costs were available.

7.4. The Committee agreed the following changes to the expenses policy:

- further explanation would be added to paragraph 2 to make it clearer what acting within the spirit of the policy meant;
- to provide some flexibility around the use of the travel management company where booking equivalent travel or accommodation directly or through alternative providers was more cost-effective;
- to clarify the carbon offsetting options available through the travel management company used by the HCPC; and
- to make it clearer that while the HCPC wished to minimise the environmental impact of travel by its employees, partners and Council and committee members, air travel within the UK could be agreed in advance where this was more feasible or appropriate than rail or other travel options.

7.5. Subject to the changes considered and agreed by the Committee, the updated expenses policy was approved and would take effect from 1 April 2025.

Items for noting

8. Committee forward plan 2025

8.1. The Committee noted the forward plan of business for the Committee for 2025, which had been updated to reflect the changes to the Committee's standing orders approved at the Committee meeting In October 2024.

9. Resolution to move the meeting to private session

- 9.1. The Committee resolved that the remainder of the meeting would be held in private, because the business being considered concerned information relating to an employee or officer holder, former employee or office holder or applicant for any post or office, negotiations or consultation concerning labour relations between the Council and its employees or other matters which, in the opinion of the Committee Chair, were confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.

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