

**Remuneration Committee**

**Public minutes of the 33<sup>rd</sup> meeting of the Remuneration Committee held on:-**

**Date:** Thursday 6 February 2020

**Time:** 10.30am

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

**Present:** Kathryn Foreman (Chair)  
Stephen Wordsworth  
Nicola Scrivings  
David Stirling

**In attendance:**

Claire Amor, Secretary to the Committee  
Claire Holt, Interim Director of HR and Organisational Development  
Uta Pollman, Partner and HR Manager  
Tian Tian, Director of Finance

## Part 1 - Public

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

- 1.1 The Chair welcomed those present to the meeting.

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

- 2.1 There were no apologies.

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

- 3.2 The Committee approved the agenda.

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

- 4.1 All members declared in interest in item 6, as the expense policy for Council and Committee members applied to them.
- 4.2 All members of the Executive present declared an interest in item 9 – pay review 2020, as this related to the annual pay review of all employees.

### **Item 5. Public minutes of the Remuneration Committee meeting of 24 September 2019**

- 5.1 The Committee approved the public minutes of the Remuneration Committee meeting of 24 September 2019.

### **Item 6. Expense Policy review**

- 6.1 The Committee received a paper from the Partner Manager and Director of Finance.
- 6.2 The Committee noted that the expense policies were reviewed annually based on experience of their operation. The Committee noted the summary of the main changes to the policies. It was noted that the proposed implementation date for the changes was 1 April 2020.
- 6.3 The Committee discussed the proposal that claims not be reimbursed if not claimed within three months. The Committee agreed that this was reasonable if set out clearly in the policy.
- 6.4 The Committee noted the addition that allowed travel to destinations other than home if the cost of the travel was equal or lower. The Committee agreed this was reasonable.

- 6.5 The Committee agreed with the revised wording for the £5 incidental claim allowance.
- 6.6 The Committee discussed the proposal that Partners only be paid once hearings have concluded. It was noted that Partner payments are made automatically without the need for invoicing from the Partner. However, the FTP IT system was not able to provide the data needed to pay part heard hearings without the risk that these would be double paid when concluded. It was noted that expenses were reimbursed without delay.
- 6.7 The Committee agreed that the HCPC should seek to improve its processes rather than have a burdensome impact on Partners. The Committee suggested a compromise where if a hearing had not resumed after two months payment would be made. The Committee also requested that the Executive further explore if the business process improvement team could assist with finding a solution to the limitations of the IT system. It was agreed that an update on this would be provided at the March 2020 Remuneration Committee.
- 6.8 The Committee discussed the proposal on hotel bookings. It was noted that no change to the hotel nightly rates were proposed, but travellers would have to use the HCPC travel management system (Click) for their booking and must use preferred hotels where available. Corporate rates had been secured for three Travelodges in the London area. These would be the only hotels available to book if they were available. If they weren't available other options would be available.
- 6.9 The Committee noted that financial pressures required cost savings in this area and that the HCPC currently had a generous policy for hotel bookings. However the Committee had concerns about the impact of such a large change all at once and the risk that it would lead to a significant number of Partners not engaging with HCPC work.
- 6.10 The Committee preferred a phased approach whereby the nightly rate would be reduced to £150 with the option for exceptional approvals where rooms were not available within budget. The Committee considered that the review of Partner fees and the expense policy needed to be considered together as a package.
- 6.11 The Committee agreed that Partners staying for extended periods for longer hearings may not find travel lodges suitable and more of a serviced apartment style lodging would be preferable. It was noted that rates were being negotiated with such providers.
- 6.12 The Committee agreed to receive a revised expense policy paper for approval at its meeting in March 2020.

## Item 7. Any other business

- 7.1 The Chair of the Committee requested members' feedback on content for the Remuneration Committee annual report to Council. It was noted that there had been many changes in membership and Executive support in the reporting period. The Committee agreed that the support and openness from the Executive had remained strong.

## Item 8. Date and time of next meeting

- 8.1 Thursday 12 March 2020 - 10.30am.

## Item 9. 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
10	B
11	B
12	B
13	H
14	H

Chair.....

Date.....

<b>Remuneration Committee</b>
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**Public minutes of the 34<sup>th</sup> meeting of the Remuneration Committee held on:-**

**Date:** Thursday 12 March 2020

**Time:** 10.30am

**Venue:** By teleconference

**Present:** Kathryn Foreman (Chair)  
Nicola Scrivings  
David Stirling

**In attendance:**

Claire Amor, Secretary to the Committee  
Claire Holt, Interim Director of HR and Organisational Development  
Uta Pollman, Partner and HR Manager  
Tian Tian, Director of Finance

## Part 1 - Public

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

1.1 The Chair welcomed those present to the meeting.

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

2.1 Apologies were received from Stephen Wordsworth.

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

3.2 The Committee approved the agenda.

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

4.1 All members declared in interest in item 7, as the expense policy for Council and Committee members applied to them.

4.2 All members of the Executive present declared an interest in item 13 – pay review 2020, as this related to the annual pay review of all employees.

### **Item 5. Public minutes of the Remuneration Committee meeting of 24 September 2019**

5.1 The Committee approved the public minutes of the Remuneration Committee meeting of 6 February 2020.

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

6.1 The Committee noted the matters arising from its meeting of 6 February 2020.

### **Item 7. Expense Policy review**

7.1 The Committee received a paper from the Partner Manager and Director of Finance.

7.2 The Committee noted the following points:-

- the Executive had explored the suggestion made by the Committee regarding a drop of nightly rate and additional hotel options. However, it was considered that this would not be financially beneficial for the organisation as the rate agreed with Travelodge required bookings to reach a per year minimum level. Allowing

booking of other hotels would result in this level not being attained and would not achieve the anticipated cost saving;

- corporate rates were being negotiated with apartment hotels such as Dolphin House for those travellers staying in London for more than 4 nights on longer hearings; and
- the FTP department had clarified that the part payment of fees issue was not a common occurrence and that it would be preferable for the current wording of the Partner Expense Policy on this issue to remain.

- 7.3 The Committee discussed the hotel booking policy. It was agreed that the policy should be amended to require the use of the preferred hotels if these were available. The Committee noted the Executive's concern that the change could result in significant increase in correspondence and complaints from Partners and that some Partners may choose not to work with the HCPC resulting in a business impact.
- 7.4 The Committee agreed that careful communication was required to frame the change in the context of the challenging circumstances facing the HCPC and a need to save on costs. The upper limit also remained unchanged and Partner fees were being reviewed.
- 7.5 The Committee agreed that a review point should be agreed so that if the change resulted in a significant business impact the Committee would convene to review the decision. The Committee agreed the review point. It was noted that SMT would also be made aware of developing issues as a result of the policy change.
- 7.6 The Committee noted that there was a risk of Partners not booking far enough in advance in order to wait until the preferred hotel was sold out, which would enable the higher rate to be used. The FtP team would soon start block booking hotel rooms to mitigate this possibility. Late bookings would also be monitored by the Executive.
- 7.7 The Committee noted that Click Travel undertook satisfaction surveys, the results of which were presented to the HCPC on a quarterly basis. This feedback would be monitored for the impact of the change.
- 7.8 The Committee approved the Expense Policies.

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

- 8.1 The Committee discussed the review of Partner fees. It was noted that the review paper was ready except for one role, registration assessors. The Committee noted that the payment model for this role was considered to be disproportionate and required review.

- 8.2 The Committee agreed that it appeared the remuneration model for this role provided a perverse incentive to not pay attention to the quality of decision making
- 8.3 The Committee agreed to consider the paper by correspondence without the registration assessor role included. A recommendation would then be made to Council on any changes in 2020-21.

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

9.1 Thursday 22 October 2020 - 10.30am.

**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;

- (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
11	B
12	B
13	B
14	B
15	B
16	B

**Chair.....**

**Date.....**