

Matters Arising

The actions as agreed at the previous public meetings of the Committee are set out below. The Committee is requested to note the responses to the actions.

| Action no | Date of meeting   | Agenda item                       | Action   | Lead               | Date due   | Response  |
|-----------|-------------------|-----------------------------------|--|--------------------|------------|---|
| 9         | 28 February 2024  | Review of Committee Effectiveness | <p>The Head of Governance would work with colleagues to:</p> <p>(a) review the information presented to the Committee and ensure alignment with the role and responsibilities of the Committee as set out in its standing orders, supported by the development of a new cover sheet and report writing guidance that would be shared with colleagues for feedback;</p> <p>(b) set up a Committee workshop to allow time for less structured discussion, possibly towards the end of the year to take account of early and budgeting and planning processes; and</p> <p>(c) through discussion with the Chair, consider whether more discussion time could be allocated to the reports from the chairs of committees at the Council, or whether this could be a regular addition to the annual Council seminar programme.</p> | Head of Governance | 31/10/2024 | <p>(a) Feedback on the proposed cover sheet and guidance has been received from the senior and executive leadership teams and Committee and Council Chairs. The new cover sheet will be used for all meetings from January 2025.</p> <p>(b) This is currently scheduled on 6 December 2025, the day following the Council meeting at the HCPC offices to reduce the travel required by Council members. The plan is to cover the principles and process for budget-setting and investment prioritisation for 2025-26 and financial planning.</p> <p>(c) Following discussion between the Council and Committee Chairs at a meeting of the Chairs in September 2024, it was agreed that an annual report would be provided to Council to bring together the themes from all Council committees in the previous year and plans for the coming year to facilitate greater input from the wider Council membership.</p> |
| 14        | 6 June 2024       | HR Performance Report             | The ELT would consider whether there was any learning from the APDR process that could increase pulse survey and exit interview completion rates.  | ELT                |            | The ELT is undertaking a review of ways in which we can most effectively measure and understand culture and engagement across the HCPC. An update on how we measure and understand culture and engagement across the HCPC has been included in the HR performance report.   |
| 16        | 12 September 2024 | HR Performance Report             | The Head of HR and OD would undertake a review of learning and development event uptake.   | Head of HR and OD  |            | The Head of HR and the Learning and Organisational Development Lead will conduct a comprehensive review of the current learning and development offerings. This review, aimed for completion in time for the next financial year, will assess both employee and business needs to ensure that the annual Learning and development programme remains relevant and impactful. This proactive approach will enable us to tailor our learning and development programmes to address evolving skills requirements and support ongoing organisational priorities.   |
| 17        | 12 September 2024 | HR Performance Report             | A deep dive into employee relations cases would be incorporated into a future HR Performance Report to provide the Committee with additional insight and assurance.  | Head of HR and OD  |            | The Head of HR will review Employee Relations (ER) cases for the 2024-25 period at the end of the financial year, providing additional insight for the HR performance report. Given the low number of ER cases, there may not be enough data to generate significant insights at this time. However, all ER cases are flagged and discussed with the relevant Executive Director and reviewed in detail at ELT meetings, ensuring they are managed with transparency and diligence.   |
| 18        | 12 September 2024 | Finance Report                    | The percentage conversion rate of international applications to registrants that had been used to inform the 2024-25 budget would be confirmed to the Committee.   | Head of Finance    | 14/11/2024 | A conversion rate of 65% was applied for the 2024-25 budget.  |