

## AGENDA

### People and Resources Committee

A meeting of the People and Resources Committee will take place as follows:

- Date:** Wednesday 28 February 2024
- Time:** 2pm
- Venue:** Videoconference (Microsoft Teams)

Please contact the Committee Secretary by email to [secretariat@hcpc-uk.org](mailto:secretariat@hcpc-uk.org) if you are unable to attend or in the case of any enquiries.

	Lead	Format	Time
1. <b>Welcome and introduction</b>	Committee Chair	Verbal	14:00
2. <b>Apologies for absence</b>	Committee Secretary	Verbal	
3. <b>Approval of agenda</b> To approve the agenda, including agreement to any change to the order of business at the meeting	Committee Chair	Verbal	
4. <b>Declaration of members' interests in relation to agenda items</b> To disclose any personal interest in any matter under consideration at the meeting, whether or not declared previously	Committee Chair	Verbal	
5. <b>Minutes of the People and Resources Committee meeting held in public on 9 November 2023</b> To approve	Committee Secretary	Paper	14:05
6. <b>Matters arising</b> To note the responses to the actions from the previous meeting(s) held in public	Committee Secretary	Paper	
<b>Performance Reports</b>			
7. <b>Resources Directorate Performance Report</b> To note the report	Executive Director of Resources	Paper	14:10

	<b>Lead</b>	<b>Format</b>	<b>Time</b>
8. <b>HR Performance Report</b> To note the report	Head of HR and OD	Paper	14:20
9. <b>Finance Report</b> To note the report	Head of Finance	Paper	14:30
10. <b>Partner Report</b> To note the report	Partner Project Lead	Paper	14:40
<b>People</b>			
11. <b>Employee Forum Update</b> To note the update	Employee Forum Chair	Verbal	14:50
12. <b>Pay Gap Reports</b> To note the reports	Head of HR and OD	Paper	15:00
<b>Finance</b>			
13. <b>Reserves Policy</b> To consider and recommend to the Council	Head of Finance	Paper	15:10
<b>Governance</b>			
14. <b>Review of Committee effectiveness</b> To review and report to the Council	Committee Chair	Paper	15:20
15. <b>Review of standing orders</b> To review and recommend any changes to the Council	Committee Secretary	Paper	15:30
16. <b>Committee forward plan 2024</b> To note	Committee Secretary	Paper	15:35
17. <b>Resolution to move the meeting to private session</b> To resolve that the remainder of the meeting will be held in private because the matters being discussed relate to matters which, in the opinion of the Chair, are confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions	Committee Chair	Verbal	15:40

	<b>Lead</b>	<b>Format</b>	<b>Time</b>
<b>Private Meeting</b>			
18. <b>Minutes of the People and Resources Committee meeting held in private on 9 November 2023</b> To approve	Committee Secretary	Paper	15:45
19. <b>Matters arising</b> To note the responses to the actions from the previous meeting(s) held in private	Committee Secretary	Paper	
20. <b>Annual Budget 2024-25</b> To review and recommend to the Council	Head of Finance	Paper	15:50
21. <b>Partner Project update</b> To note the update	Partner Project Lead	Paper	16:20
22. <b>Any other business</b> To be notified to and agreed by the Chair	Committee Chair	Verbal	16.30
23. <b>Close</b> Date and time of next meeting: 6 June 2024 at 2pm	Committee Chair		16:35