

Conduct and Competence – 21 November 2007

Conduct and Competence Committee – Self-evaluation

Executive summary and recommendations

Introduction

At its meeting on 12 September 2007 the Committee agreed that members should complete the Committee self-evaluation form individually and return it to the Secretariat for analysis and collation.

The attached paper contains the results of the evaluation.

Decision

The Council is requested to discuss the paper.

Background information

Please see enclosure 16 (paper HPC 16/07) for the Council on 29 March 2007. The enclosure is available on the HPC website at the following link:

http://www.hpc-uk.org/assets/documents/10001A42council_meeting_20070329_enclosure16.pdf

Resource implications

None

Financial implications

None

Appendices

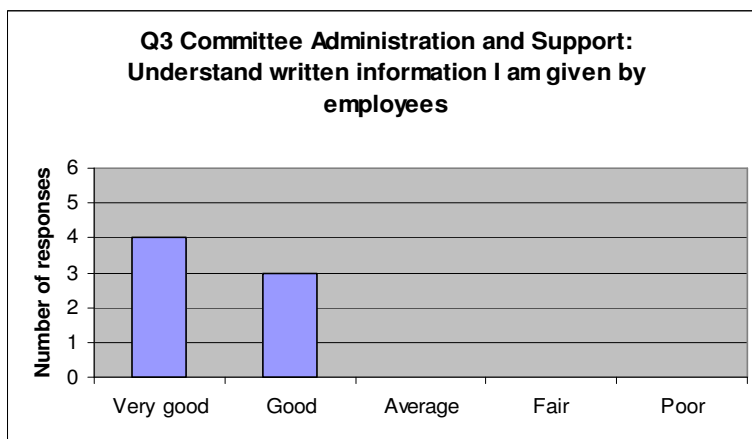
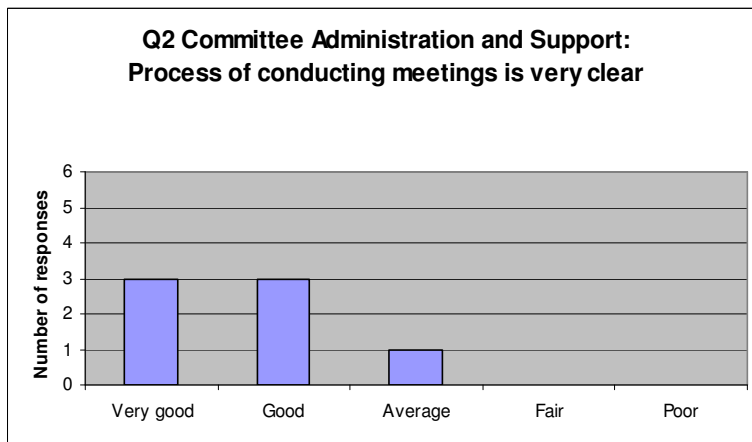
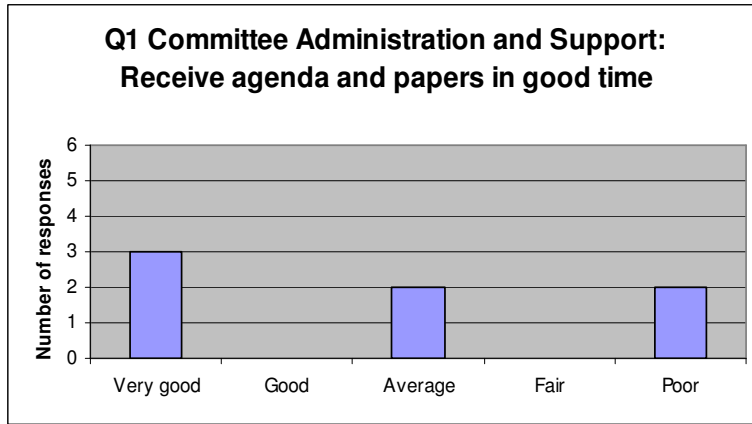
None

Date of paper

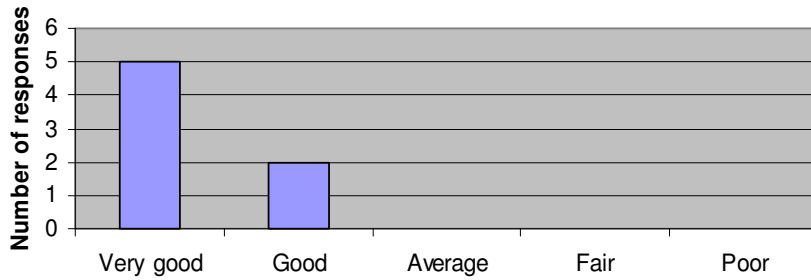
9 November 2007

Committee Self-Evaluation: Conduct and Competence Committee

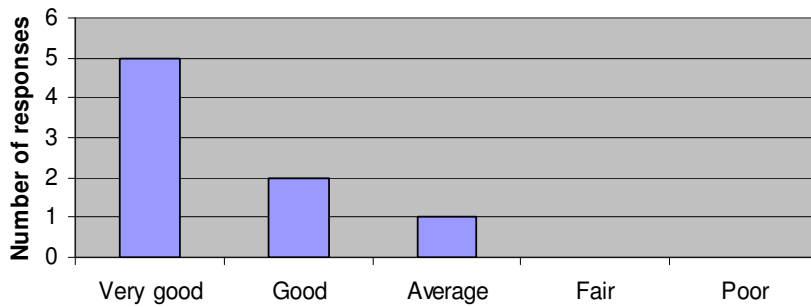
The charts below indicate the responses on forms received from Committee members. Forms were received from seven members.



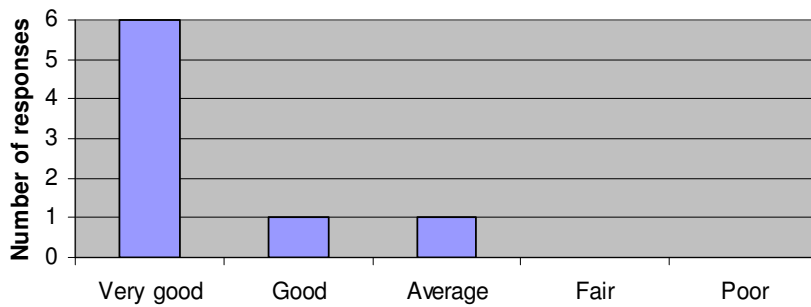
Q4 Committee Membership: I know and understand responsibilities of being committee member



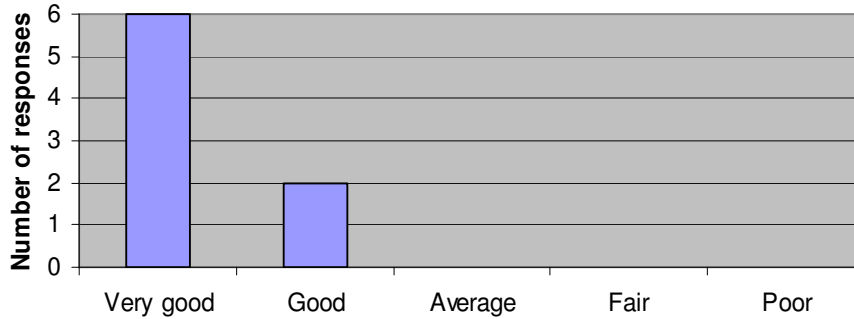
Q5 Committee Membership: I know and understand my role on the Committee



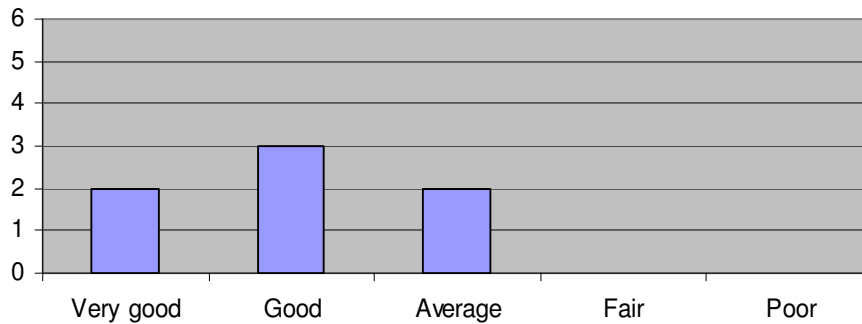
Q6 Committee Membership: I am clear about the objectives of the Committee



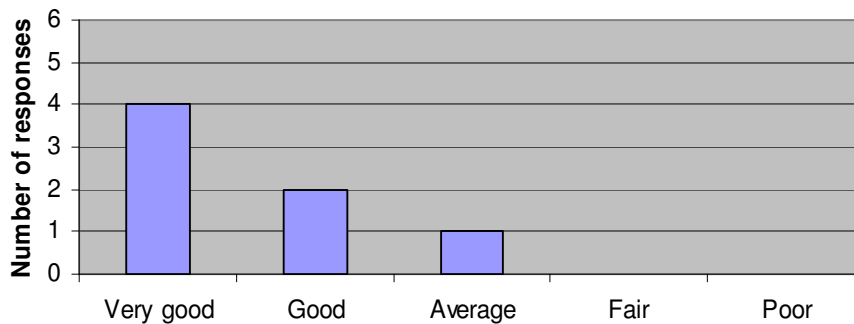
Q7 Committee Membership: I feel able to contribute in meetings



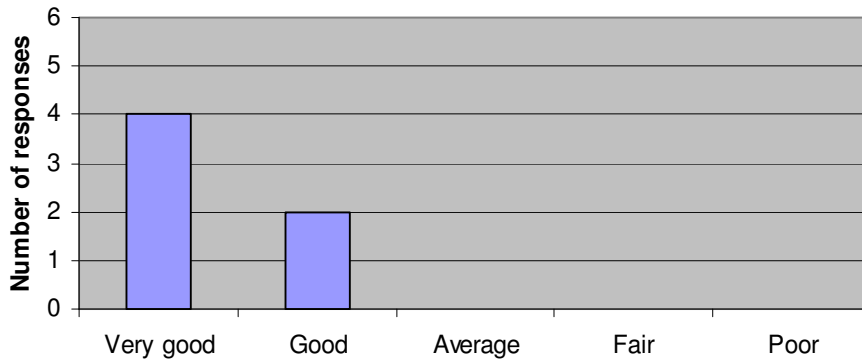
Q8 Committee: The Committee receives the appropriate information to undertake its role



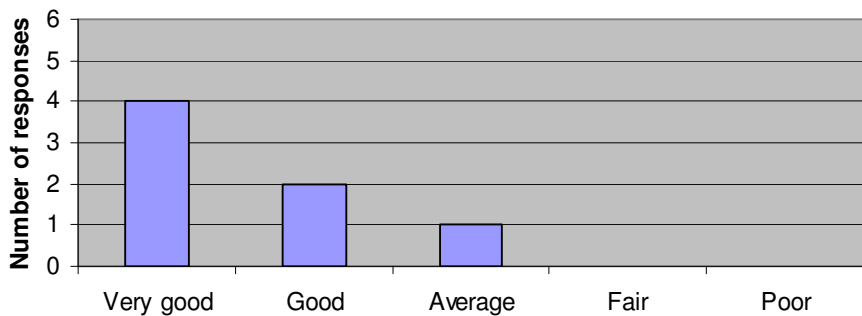
Q9 Committee: The Committee has clearly written policies and procedures for how it runs



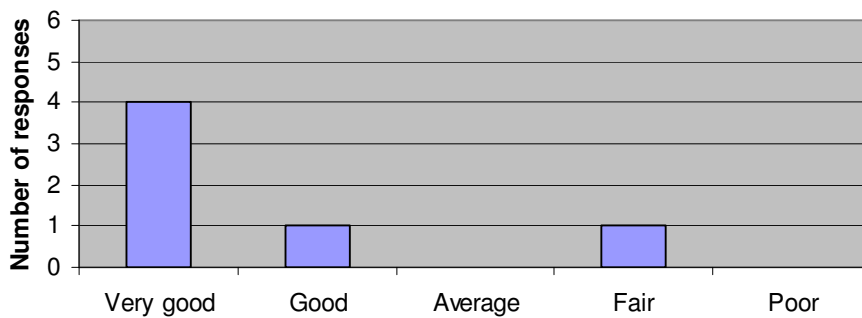
Q10 The Committee generally works well together



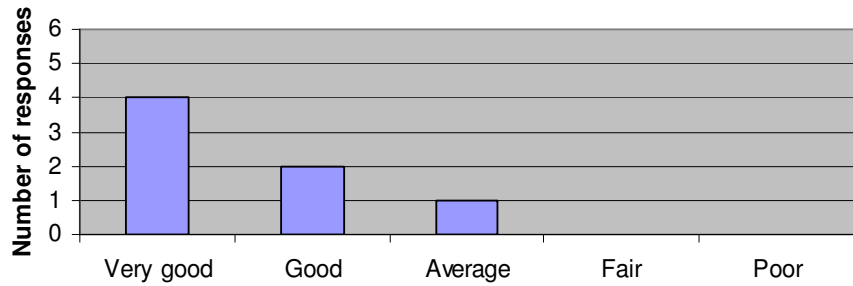
Q11 Committee: The Committee is planning for its future



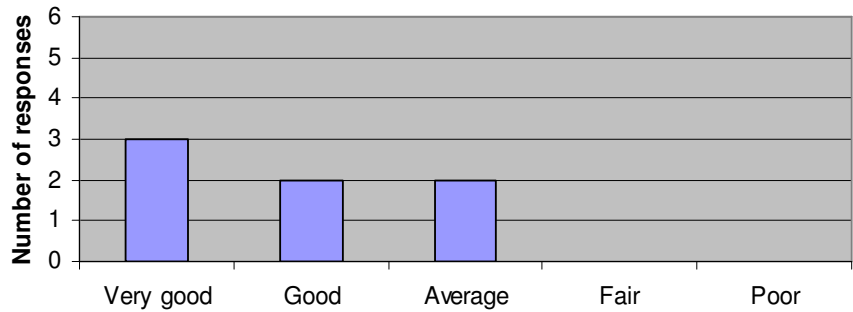
Q12 Committee: The committee's size and structure is appropriate



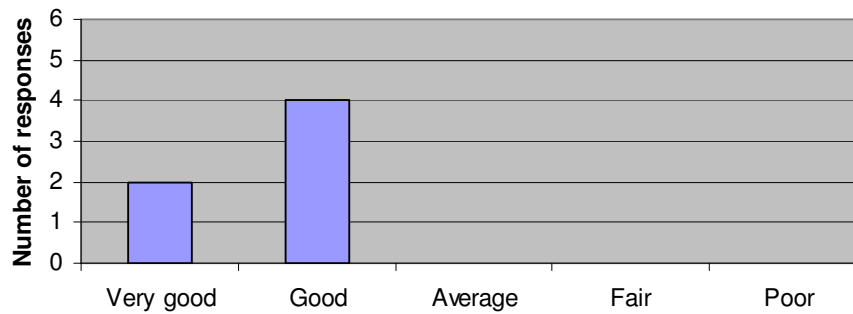
Q13 Committee: The committee currently contains a sufficient range of expertise to carry out its duties effectively



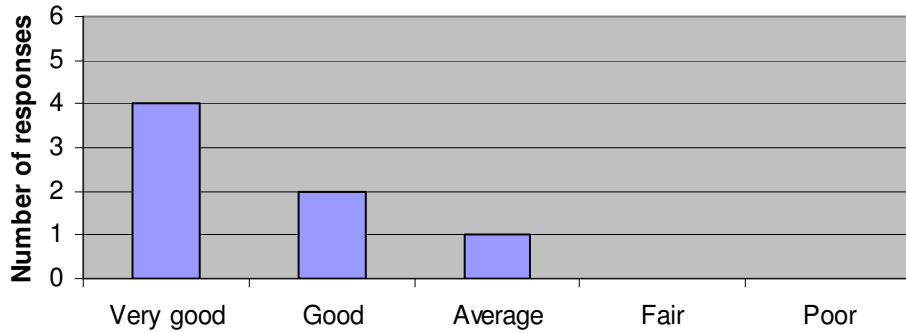
Q14 Committee: The Committee has a diverse range of members



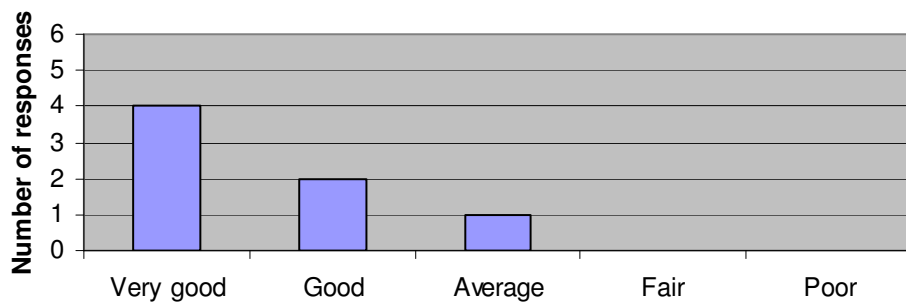
Q15 Committee: The Committee regularly reviews its work as a committee



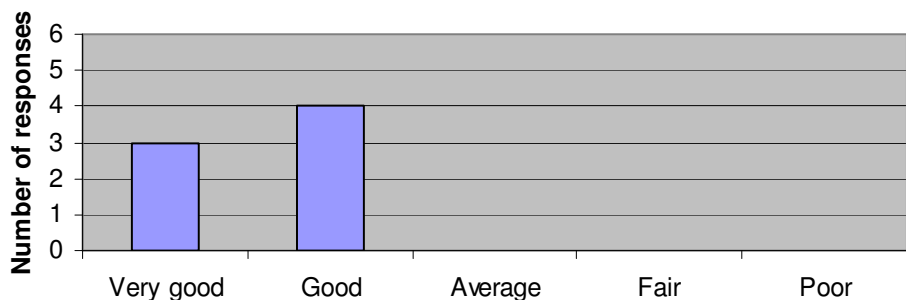
Q17 Strategy and Workplan: The Committee is working with the Executive to develop its strategy



Q16 Strategy and workplan: The committee receives and approves the workplan on an annual basis



Q18 Strategy and Workplan: The Committee makes policy related decisions that then guide the way that employees carry out operational duties



Comments made on individual questions

Question	Number commenting	comments
<i>Q1 Committee administration and support: Receive agenda and papers in good time</i>	Two members commented	"No but due to work post not HPC" "poor rating due to new membership and incorrect address"
<i>Q2 Committee administration and support: Process of conducting meetings is very clear</i>	One member commented	"new member" (to explain average rating)
<i>Q3 Committee administration and support: Understand written information from HPC employees</i>	One member commented	"new member" (to explain average rating)
<i>Q4 Committee membership: I know and understand the responsibilities of being a committee member</i>	One member commented	"induction pack and day has been useful"
<i>Q5 Committee membership: I know and understand my role on the committee</i>	One member commented	"new member: induction pack and day has been useful"
<i>Q6 Committee membership: I am clear about the objectives of the Committee</i>	One member commented	"information is becoming more clear"
<i>Q7 Committee Membership: I feel able to contribute in meetings</i>	One member commented	"made very welcome"
<i>Q8 Committee: The Committee receives the appropriate information to undertake its role</i>	One member commented	"More analysis would be helpful"
<i>Q9 Committee: The Committee has clearly written policies and procedures for how it runs</i>	One member commented	"Very clear"
<i>Q10 Committee: The Committee generally works well together</i>	No comments	
<i>Q11 Committee: The Committee is planning for its future</i>	One member commented	"Could do more forward planning"
<i>Q12 Committee: The Committee's size and structure is appropriate</i>	One member commented	"A single FtP committee would work better"
<i>Q13 Committee: The Committee currently contains a sufficient range of expertise to carry out its duties effectively</i>	Two members commented	"multi disciplinary" "perhaps more use of co-option?"
<i>Q14 Committee: The Committee has a diverse range of members.</i>	No comments	
<i>Q15 Committee: The Committee regularly reviews its work as a committee</i>	No comments	
<i>Q16 Strategy and workplan: The Committee receives and</i>	one member commented:	"I believe so"

<i>approves the workplan on an annual basis</i>		
<i>Q17 Strategy and workplan: The Committee is working with the Executive to develop its strategy</i>	No comments	
<i>Q18 Strategy and workplan: The Committee makes policy related decisions that then guide the way that the employees carry out operational duties</i>	No comments	

Suggestions for improvements to the work of the Committee

Members were asked to suggest 5 areas that they thought the committee should tackle to improve the way the committee works over the next year.

three members provided feedback on this question.

The suggestions were as follows:

- A close analysis of the trends of allegations
- An analysis of the actions taken by the Panels as sanctions
- Perhaps it should be a little clearer as to where discussions have taken place – i.e. how are conclusions in Executive papers arrived at?
- Perhaps have more time dedicated to policy and strategy so that is seen as a quite separate role and task to the administrative/progress report procedure of a normal meeting
- Consider bringing in outside experts speakers to examine particular policy areas – risk assessment, different ways of planning for the future etc etc
- More joint FtP work through forum
- More emphasis on strategy
- Bit more thought as to future planning
- Some council decisions could be delegated to FtP committees