

Health Professions Council
29 March 2007

PILOT ANNUAL SELF-EVALUATION FOR HPC COMMITTEES

Executive Summary and Recommendations

Introduction

At its meeting on 14 December 2006 the Council received a draft proposal for Committee self-evaluation. The Council agreed in principle that all statutory and non-statutory committees should undertake self-evaluation but that the content and format of the document should be revised. The Council were asked to provide feedback to the Secretariat regarding the content and design of the form.

Comments were received from Council on the draft document which has now been revised. It is suggested that the self-evaluation scheme should be run as a pilot and that Committees should be asked to feedback on their experience of this process at the Council away day in October. Any necessary revision of the form could also be considered at that date.

Decision

The Council is asked to agree to pilot the annual self-evaluation form for HPC Committees. The Council is also asked to agree that feedback on the process and any necessary amendments to the form should be considered at the Council away day in October 2007.

Background information

None

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

9 March 2007

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-03-09	a	CNL	AGD	Executivesummaryannualselfevaluationforhpccommittees	Draft DD: None	Public RD: None

Pilot - Annual Self-Evaluation for HPC Committees

		Very Good (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
	Committee Administration and Support						
1.	I receive the agenda and any related papers in good time before the meeting						
2.	The process of conducting meetings is very clear to me						
3.	I understand the written information that I am given by HPC employees						
	Committee Membership						
4.	I know and understand the responsibilities of being a committee member						
5.	I know and understand my role on the Committee						
6.	I am clear about the objectives of the Committee						
7.	I feel able to contribute in meetings						

	Committee						
8.	The Committee receives the appropriate information to undertake its role						
9.	The Committee has clearly written policies and procedures for how it runs						
10.	The Committee generally works well together						
11.	The Committee is planning for its future						
12.	The Committee's size and structure is appropriate						
13.	The Committee currently contains a sufficient range of expertise to carry out its duties effectively						
14.	The Committee has a diverse range of members.						
15.	The Committee regularly reviews its work as a committee						
	Strategy and Workplan						
16.	The Committee receives and approves the workplan on an annual basis.						
17.	The Committee is working with the Executive to develop its strategy						
18.	The Committee makes policy related decisions that then guide the way that the employees carry out operational duties						

Pilot - Annual Self-Evaluation Committee Form

The purpose behind this evaluation is to try and determine:

1. How the work of HPC's Committees can become more effective
2. How we as individual members contribute to the work of the Committees

The checklist therefore incorporates a range of items, some are about the work of the Committee and some are about your individual contribution to it.

How the annual self-evaluation form should be used:

- Tick the boxes that you feel best represent what you think
- Look through the grids as a committee focusing in particular on the areas that you think are fair or poor
- Any other related points of feedback

- Please suggest 5 areas that you think that you should tackle to improve the way that you work as a committee over the next year

1	
2	
3	
4	
5	

DRAFT