

Council, 6 February 2014

Council Members Performance Review Process 2014-15

Executive summary and recommendations

### **Introduction**

1. The performance review system for Council and Committee members was agreed at the Council meeting of 17 September 2010. The system provides a mechanism for annual performance and development for Council members and Chairs. Review meetings also provide an opportunity for members to discuss their experiences and views of the HCPC with the Council Chair, and to provide formal feedback on the performance of the HCPC Chair.
2. The objectives of the Council Member performance appraisal system is to:
  - Acknowledge positive contribution to the work of Council and Committees.
  - Encourage and appraise personal and professional development.
  - Create clear expectations.
  - Maintain best practice.
  - Identify areas for improvement in HCPC's training and processes.
  - Provide members and Chairs with feedback when conducting the self-appraisal process.
3. Review meetings normally take place during January and February every year. However, due to the recent appointment of Council members it would not be beneficial to undertake a review of all members at this time.

### **Executive summary and recommendations**

4. It is recommended that members who have undertaken the process before, do so in February 2014. Those members for whom this will be the first performance review cycle shall meet with the Chair in July 2014 for an initial meeting, with a view to completing the formal performance review process in February 2015.

### **Decision**

Council is requested to approve the timings for the review process as set out in paragraph four.

### **Background Information**

**Financial Implications**

The cost of holding Committee meetings is allocated within the Committee budget 2013/14.

**Appendices**

None

**Date of paper**

21 January 2014

Council members performance and development review system – September 2010

**Resource Implications**

None