Education and Training Committee 27 September 2007

Committee self-evaluation

Executive summary and recommendations

Introduction

On 29 March 2007, the Council agreed the text of the Committee self-evaluation document. The Council also agreed that the use of the form should be piloted at all committee meetings and that feedback on the process and any necessary amendments to the form should be considered at the Council away day in October 2007.

At its meeting on 12 June, the Committee agreed that members should individually complete the form and return their comments to the Secretary to the Committee (either electronically or by post) for collation. The collated responses would then be discussed by the Committee at its meeting on 27 September 2007.

Decision

The Committee is requested to:
(1) discuss the responses received and
(2) agree feedback to the Council Awayday on the self-evaluation process and the form.

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:

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

Resource implications

None.

Financial implications

None.

Appendices

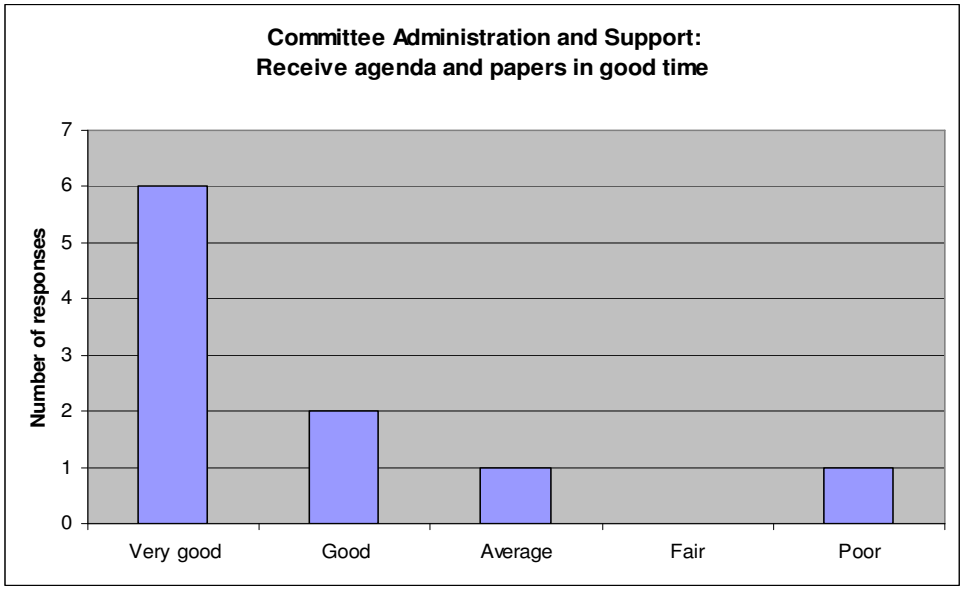
Committee Self-Evaluation: Education and Training Committee.

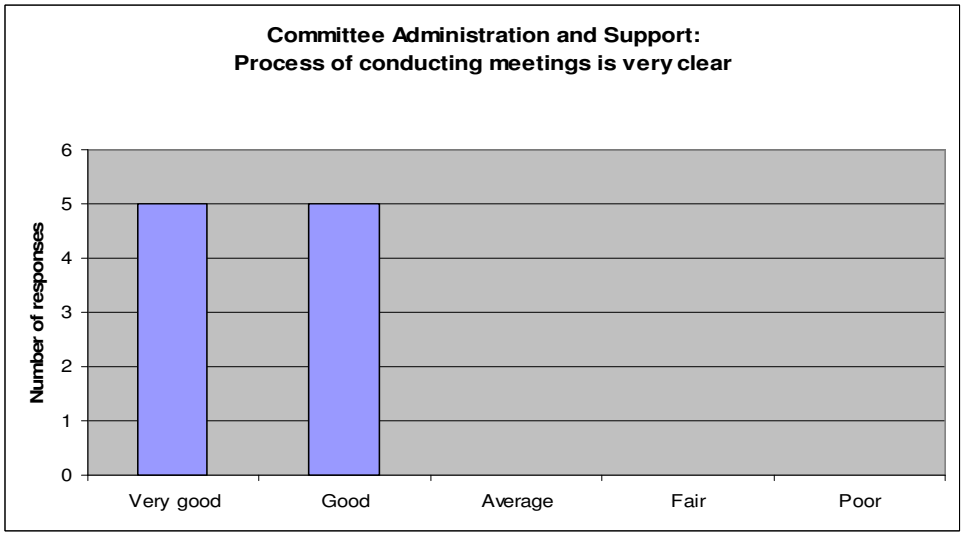
Date of paper

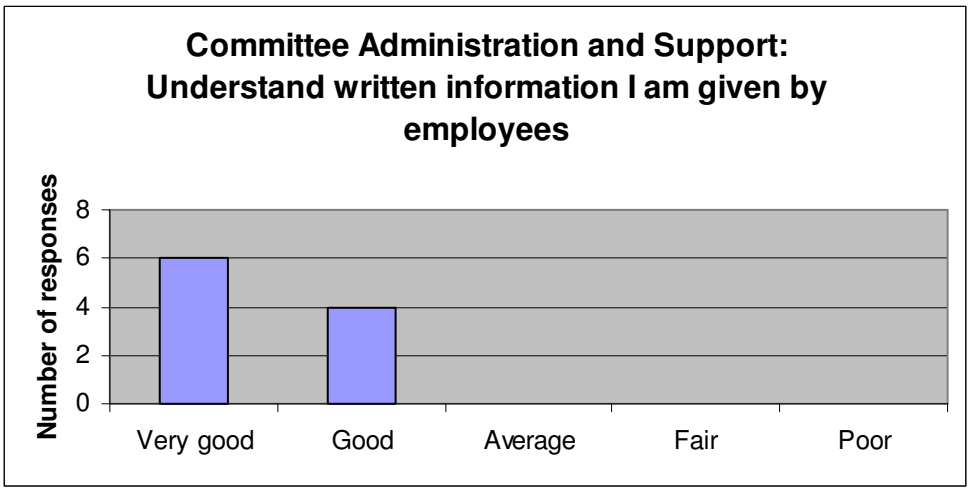
17 September 2007.

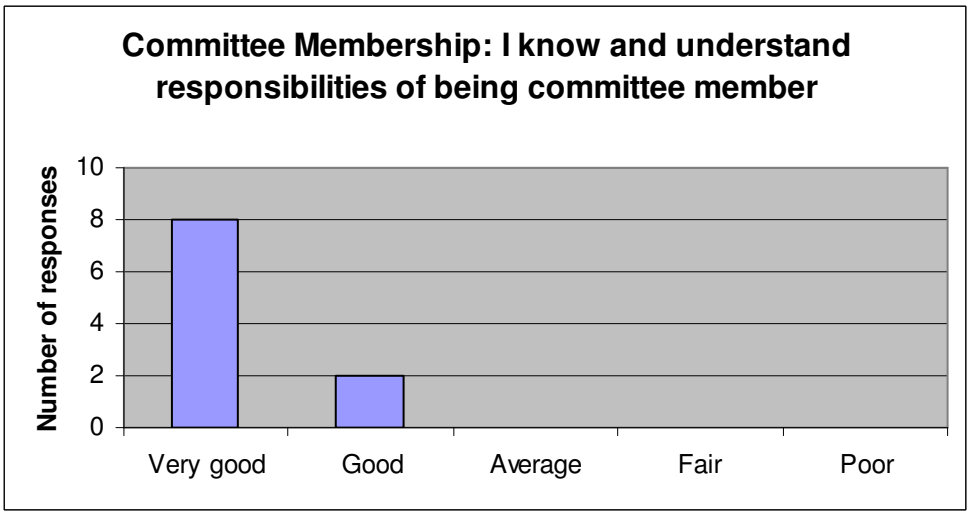
Committee Self-Evaluation: Education and Training Committee

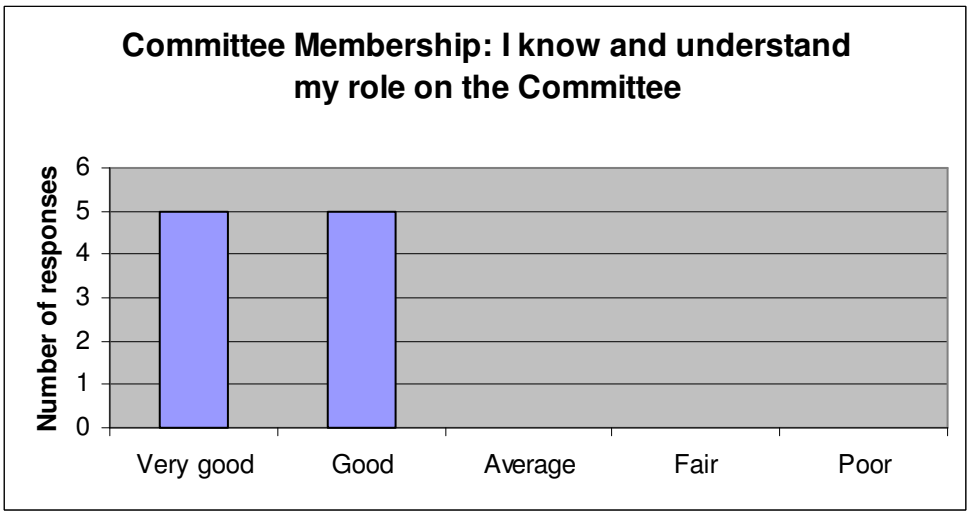
The charts below indicate the responses on forms received from Committee members. Forms were received from ten members.

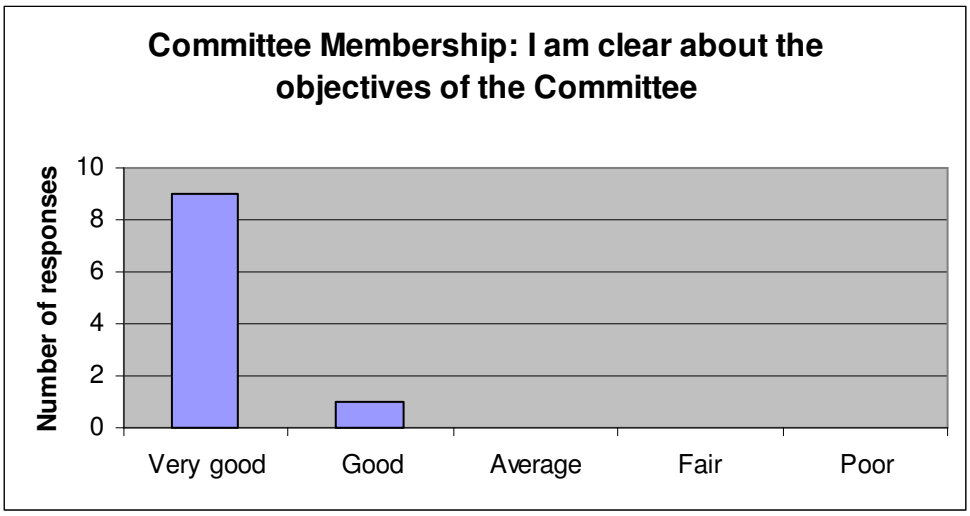


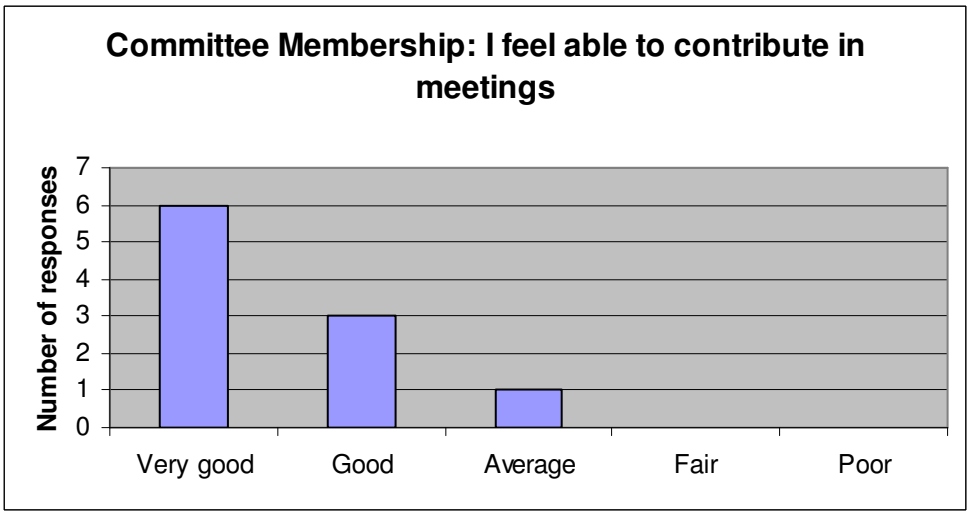


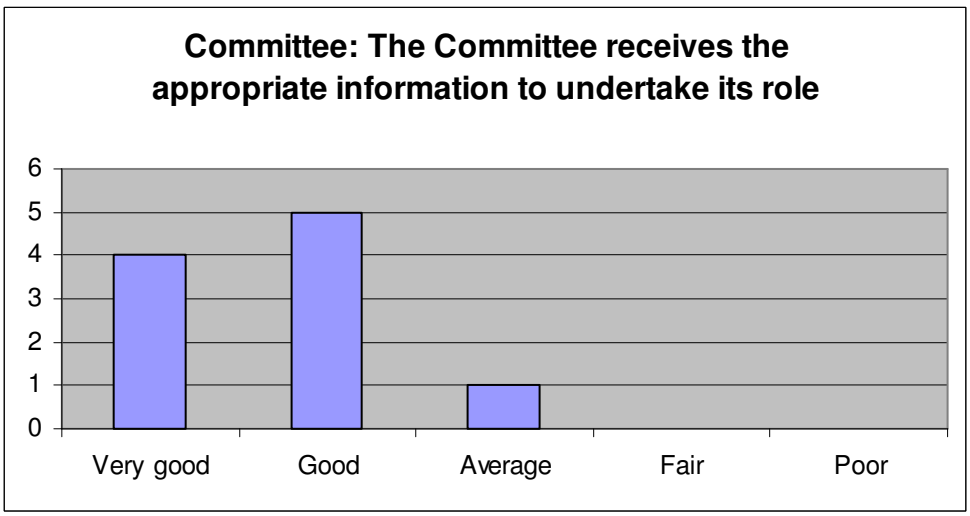

Committee Administration and Support: Understand written information I am given by employees
Number of responses
0
2
4
6
8
Very good
Good
Average
Fair
Poor


Committee Membership: I know and understand responsibilities of being committee member
Number of responses
0
2
4
6
8
10
Very good
Good
Average
Fair
Poor

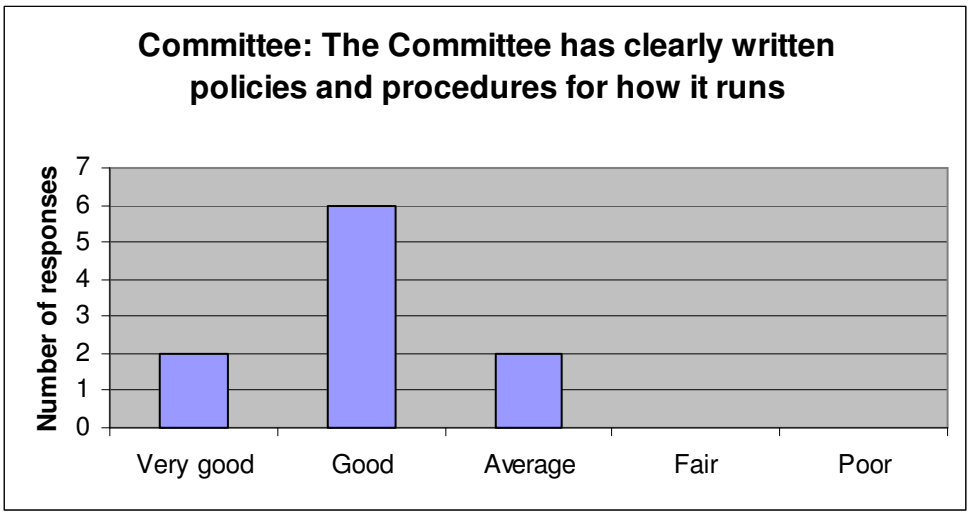

Committee Membership: I know and understand my role on the Committee
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor

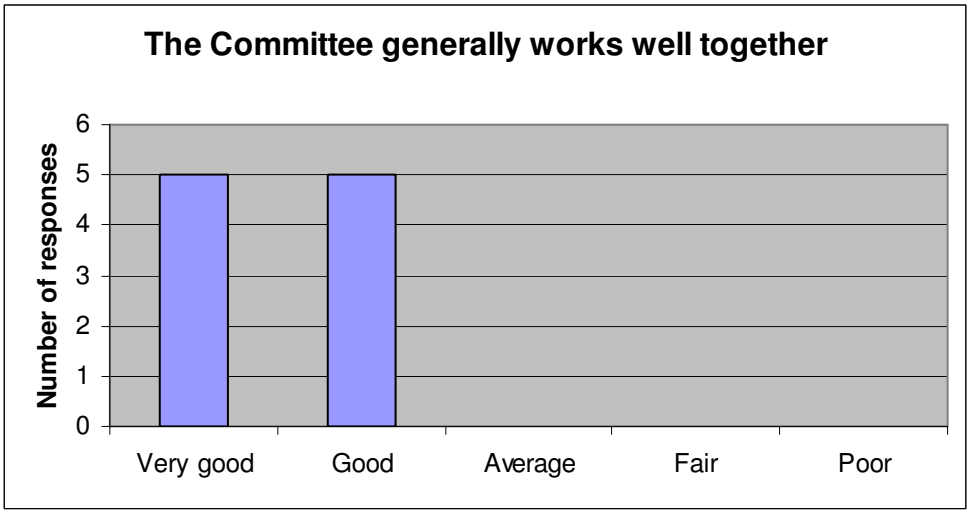


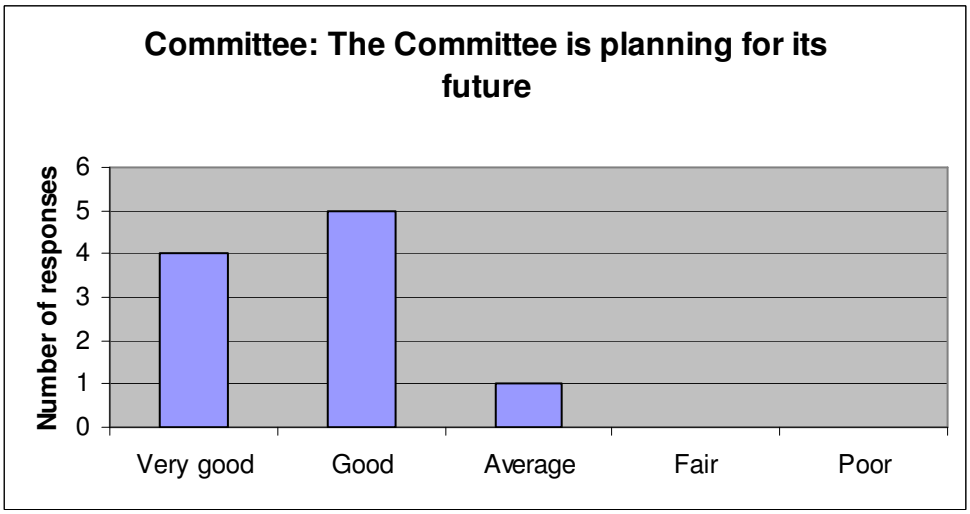


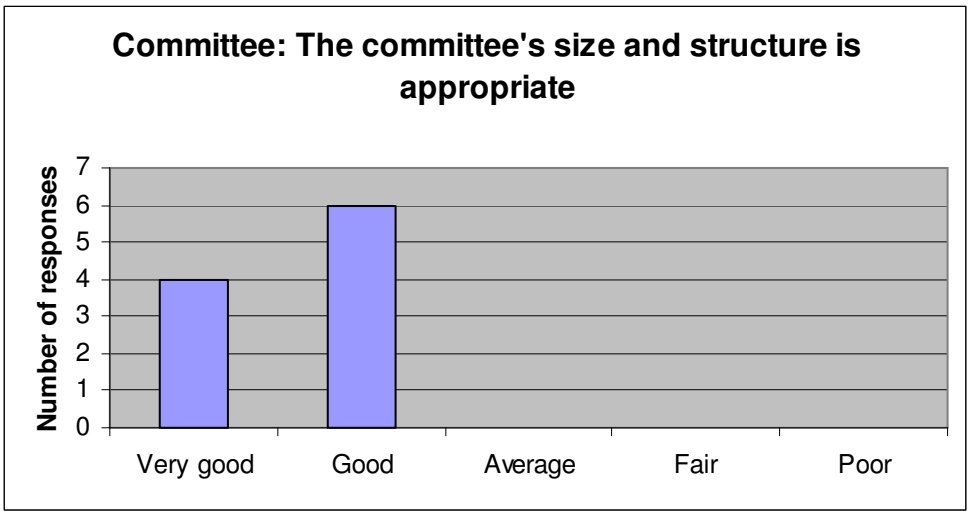


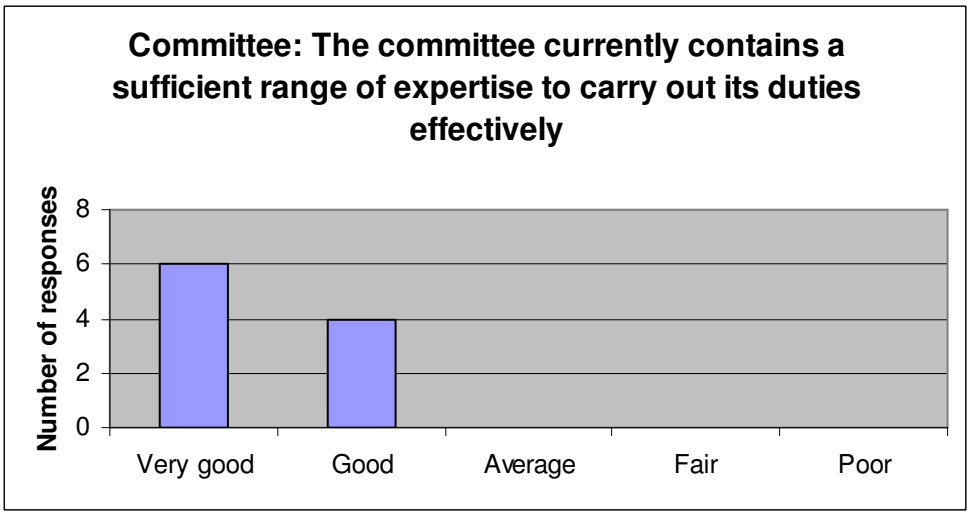
(One member marked this category as both 'Good' and 'Average' - the lower rating has been recorded on the chart).

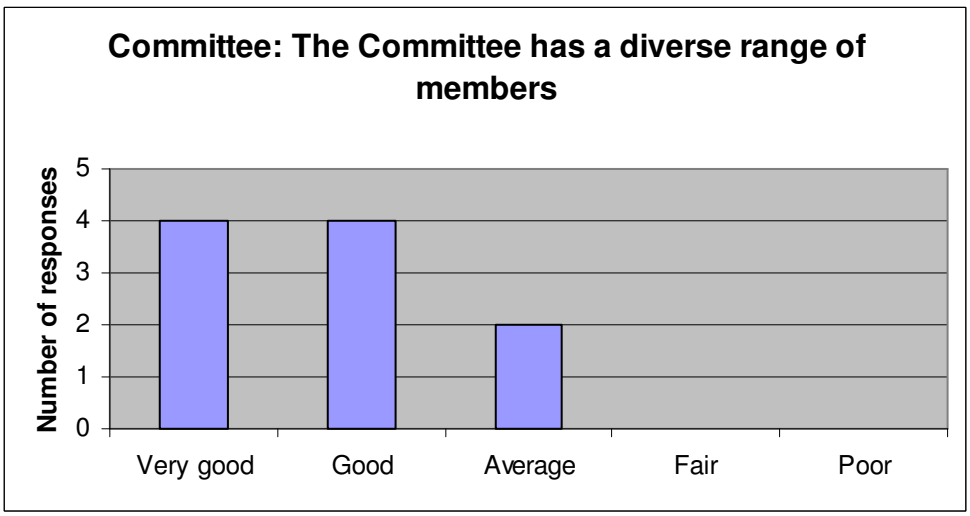

Committee: The Committee has clearly written policies and procedures for how it runs
Number of responses
0
1
2
3
4
5
6
7
Very good
Good
Average
Fair
Poor

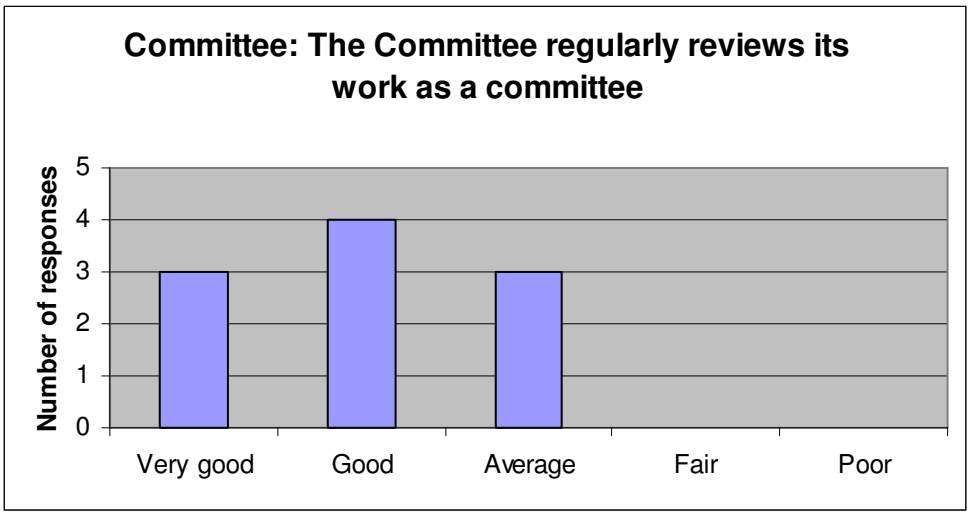

The Committee generally works well together
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor

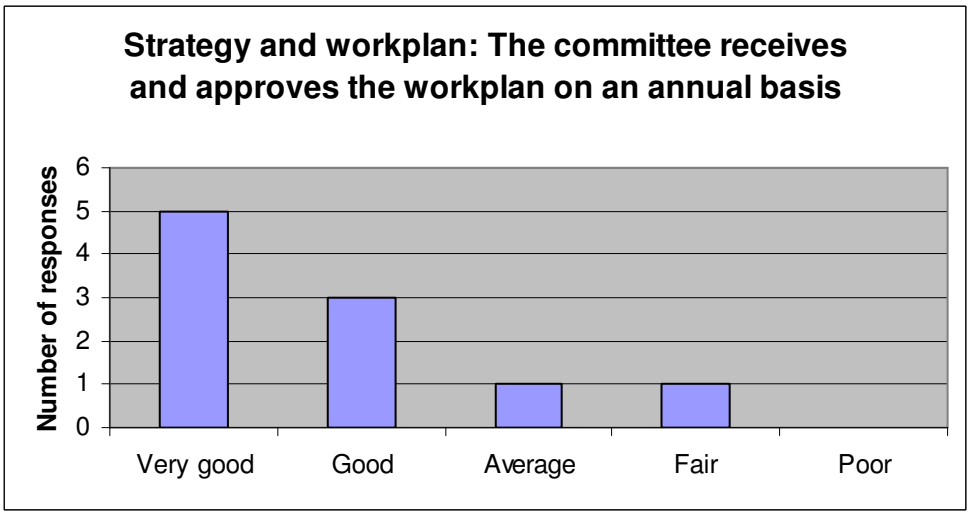

Committee: The Committee is planning for its future
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor

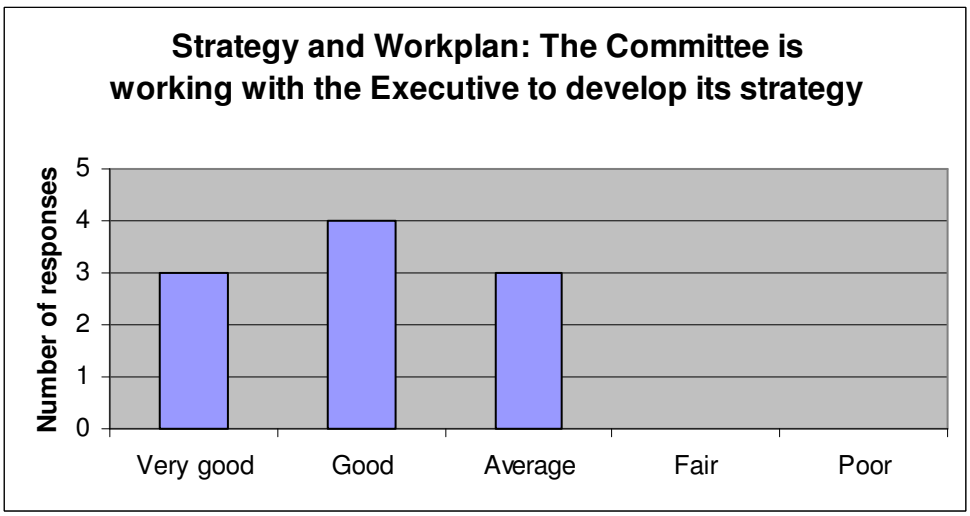

Committee: The committee's size and structure is appropriate
Number of responses
0
1
2
3
4
5
6
7
Very good
Good
Average
Fair
Poor


Committee: The committee currently contains a sufficient range of expertise to carry out its duties effectively
Number of responses
0
2
4
6
8
Very good
Good
Average
Fair
Poor

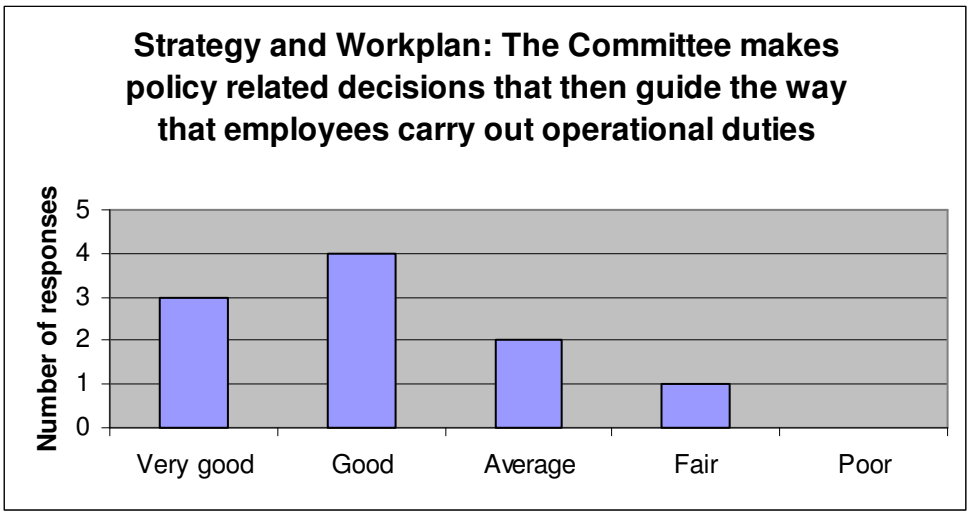

Committee: The Committee has a diverse range of members
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor







One member marked this category as both 'Good' and 'Average' - the lower rating has been recorded on the chart.



Comments made on individual questions

Committee administration and support: Receive agenda and papers in good time

Nine members did not comment.

One member commented 'During the past year my papers have either not arrived at all before the meeting or only received one or two days before. This has improved recently after a complaint.'

Secretary's note: An email is sent to all members when papers are dispatched to let them know that the meeting papers are on the way. Papers are usually sent out seven days before the meeting. Members should always contact the Secretariat if they do not receive their folder within two or three days. Public papers are also available on the HPC website at this link:

http://www.hpc-uk.org/aboutus/committees/educationandtraining/

Committee administration and support: I understand the written information that I am given by HPC employees

Nine members did not comment.

One member commented 'The level of paperwork presented to ETC is now excellent.'

Committee membership: I know and understand my role on the Committee

Nine members did not comment.

One member commented 'I'm not convinced everybody on the Committee does understand their role. Some still want to focus on operational issues too much.'

Committee membership: I am clear about the objectives of the Committee

Nine members did not comment.

One member commented 'I am clear about what I think the objectives of the committee are - that may be different.'

Committee membership: I feel able to contribute in meetings

Nine members did not comment.

One member commented 'As a new member it can be quite daunting. I find that points are generally made rapidly. That said, I have been able to contribute on specific points.'

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

Nine members did not comment.

One member commented 'I couldn't hand on heart say where they are - but I am sure it does.'

Secretary's note: The procedures are set out in the standing orders for the committee, which are available on the Council's website at this link:

www.hpc-uk.org/assets/documents/100017D0education_and_training_committee_standing_orders.pdf

The standing orders are also included in a paper to note for the 27 September meeting of the committee.

Committee: The Committee has a diverse range of members

Eight members did not comment.

One member commented 'A large number from HEIs - but I think this is necessary for the Committee to undertake its role.'

Another member, who marked this as average, commented 'However is probably representative given the profile of the professions involved.'

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

Nine members did not comment.

One member commented 'Because of the way the HPC works I imagine it to be the case - but I am not aware of it happening every year.'

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

Eight members did not comment.

One member commented 'I do not think the Committee does guide enough - it sometimes feels that once the decisions have been made that is the last of the Committee's involvement.'

Another member commented 'I haven't really been on the committee long enough to judge the level of operational achievement on decisions.'

Suggestions for areas to be tackled

Members were also asked:

'Please suggest five areas that you think that you should tackle to improve the way that you work as a committee over the next year.'

The responses, which are quoted below, have been grouped as far as possible under the subject headings used on the questionnaire.

'Continue to embed the good practices that the Committee has developed over its maturing years.'

'Ensure Chair engages in induction of new staff onto Committee more pro-actively.'

'Set stricter time limits on decision making.'

One member commented 'I think it works well as it is' and 'I need to read more widely regarding documents that affect the committee.'

Committee administration and support
I understand the written information that I am given by HPC employees

'Perhaps it should sometimes be a little clearer as to where discussions have taken place if conclusions are brought to the Committee - i.e. how are conclusions in Executive papers arrived at?'

Committee
The Committee regularly reviews its work as a committee

'Committee decisions/actions carefully followed through and monitored.'

'Reviewing objectives and targets.'

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

'Spend more time meeting with members of the different departments within Park House.'

'Attend listening events as a council member.'

Strategy and Workplan
Working with the Executive to develop its strategy

The following comments were made:

'For the past year, the committee has identified and monitored its strategic priorities well (i.e. at 6 monthly intervals). The workplan could be improved by linking each part of the plan to the committee's strategic priorities.'

'Relate ET policy more to delegated authority within HEIs and devolved QA practices.'

'Understand the concept of "impact assessment"'.

'Do more future proofing re ET consequences of looking at scope of practice re Assistant/Advanced Practice.'

'Further work on strategy and workplan for the committee.'

'I think the employees and the committee need to find a way of team working rather than, what can happen at the moment, which is a gap between the decision making and the implementation.'

'Planning for the future'.

'Considering "what if" scenarios.'

Comments on the evaluation form and process

'This pilot committee evaluation protocol and form could be improved in several ways, i.e.
1. separation of individual performance from collective performance
2. comment on agenda setting and expectation
3. identification of methods of improving performance (committees)
4. suggestions from (Executive) Director of Education for ways in which the committee performance could be improved.'