Council Review of Committee Self Assessment System

Background information

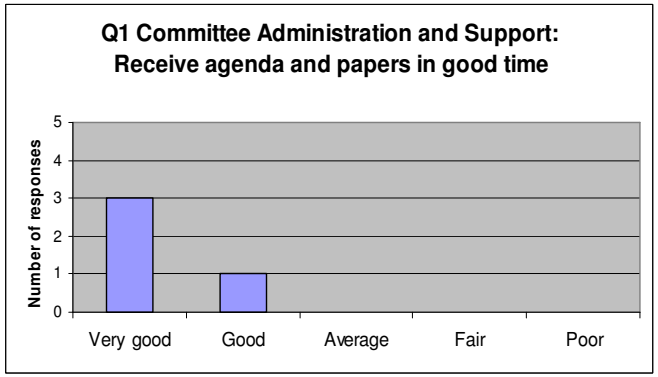
In March 2007 Council agreed that Committees should undertake an annual self-appraisal. It was also agreed that the self-appraisal form should be piloted at committee meetings and that that feedback on the process should be considered at the Council away day.

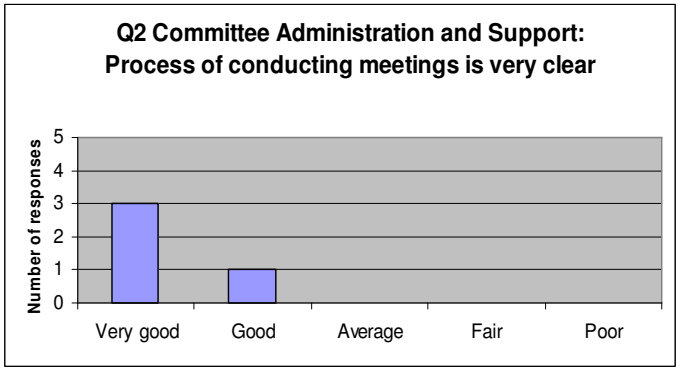
All Committees have now undertaken the self-appraisal process. The Audit and Finance and Resources Committees have reviewed the results of the evaluation. The remaining committees have completed the forms and will review the results of the evaluation at their upcoming meetings.

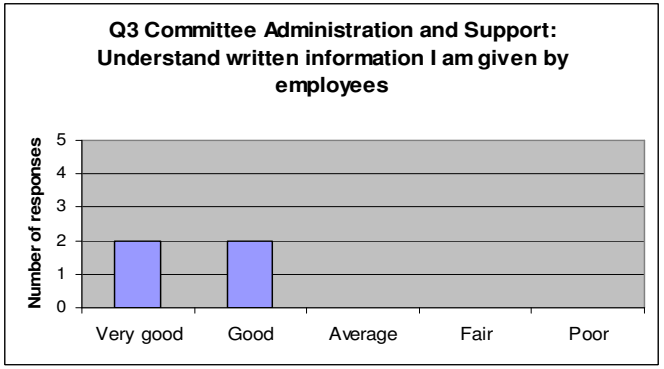
The results of the evaluation for each committee is attached.

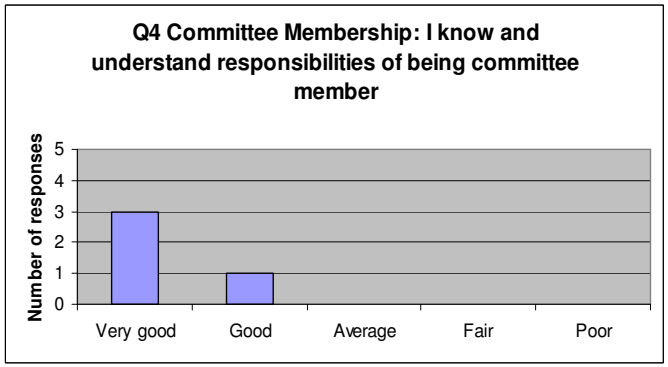
Committee Self-Evaluation: Audit Committee

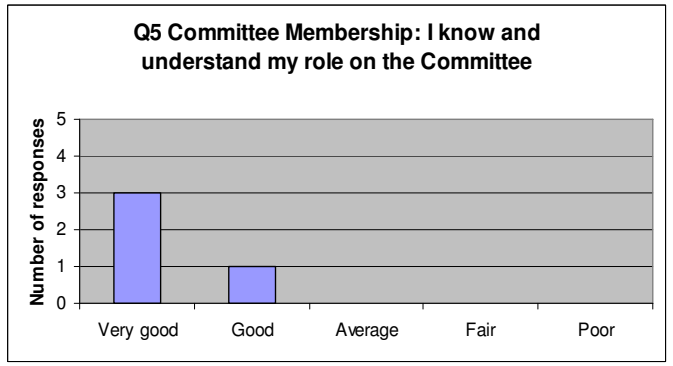
The charts below indicate the responses on forms received from Committee members. Forms were received from four members.

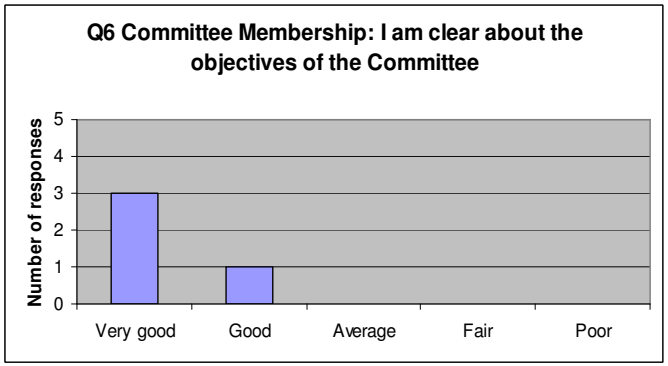


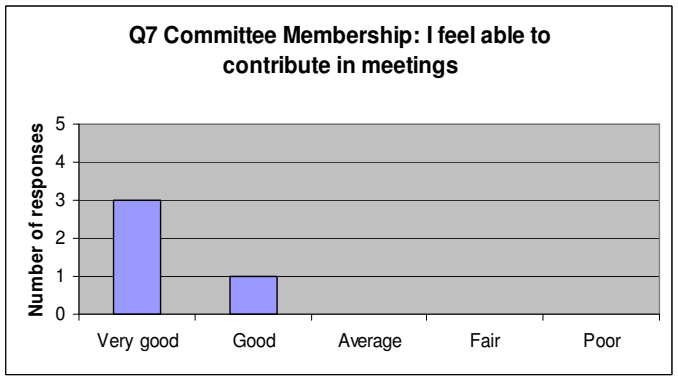


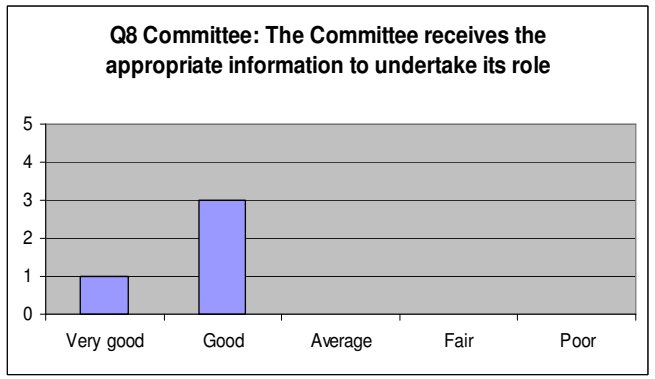


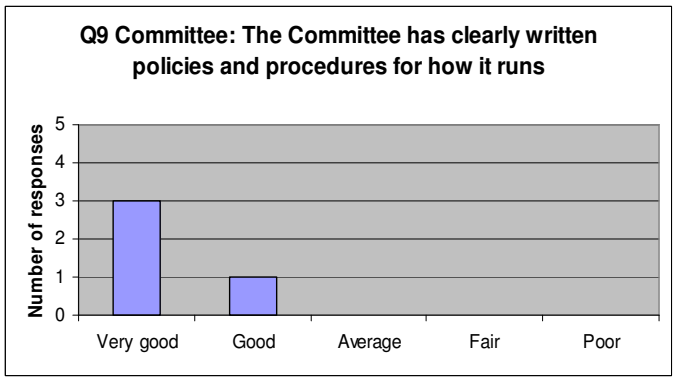


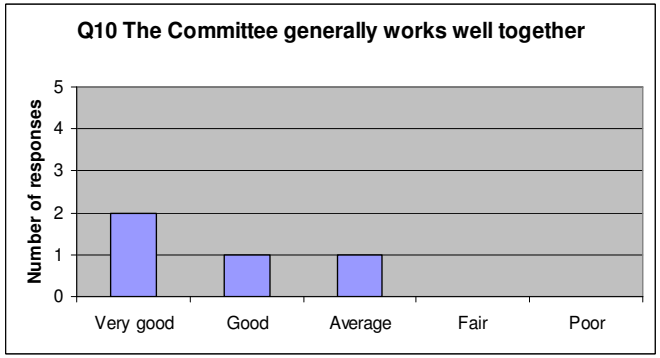


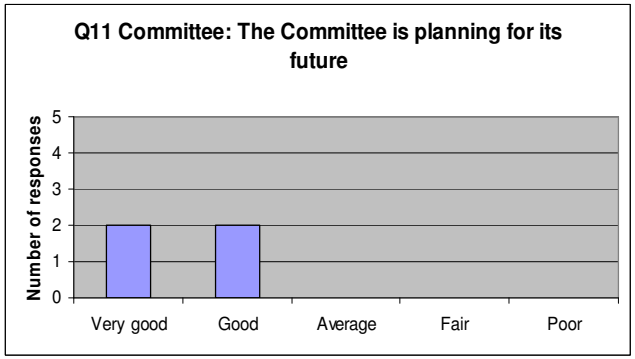


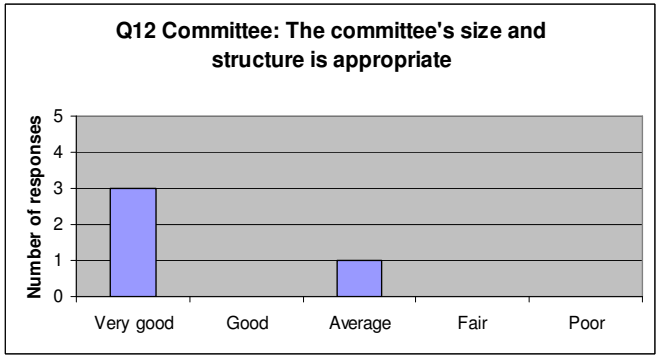


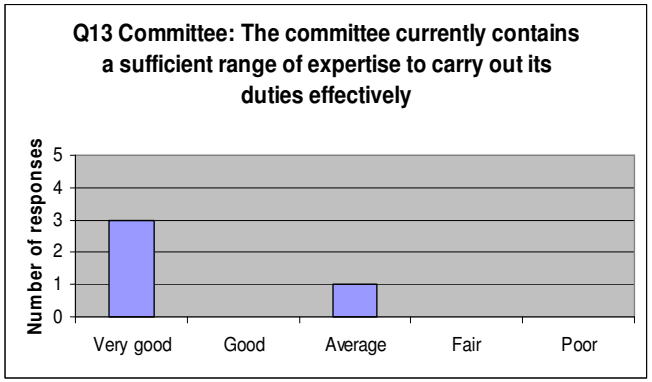


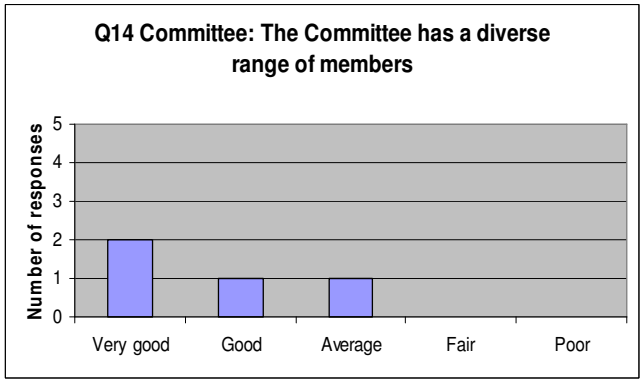


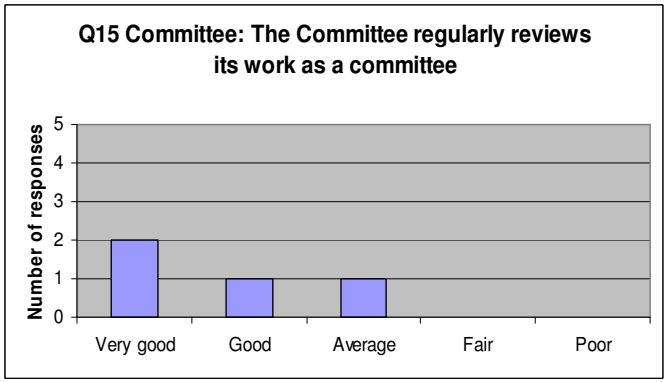

Q10 The Committee generally works well together
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor

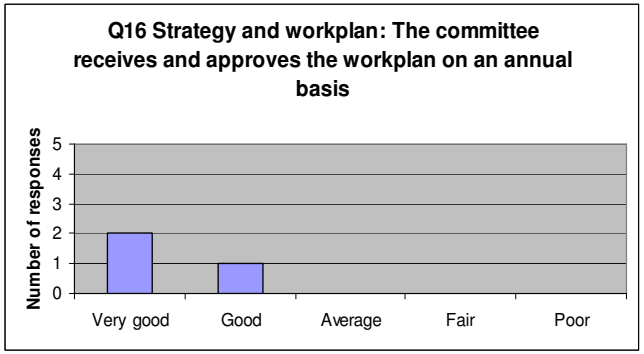

Q11 Committee: The Committee is planning for its future
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor

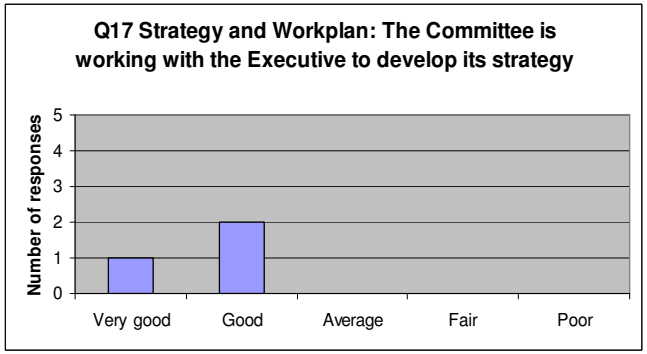

Q12 Committee: The committee's size and structure is appropriate
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor


Q13 Committee: The committee currently contains a sufficient range of expertise to carry out its duties effectively
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor


Q14 Committee: The Committee has a diverse range of members
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor


Q15 Committee: The Committee regularly reviews its work as a committee
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor


Q16 Strategy and workplan: The committee receives and approves the workplan on an annual basis
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor


Q17 Strategy and Workplan: The Committee is working with the Executive to develop its strategy
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor

Q18 Strategy and Workplan: The Committee makes policy related decisions that then guide the way that employees carry out operational duties
Number of responses
0
1
2
3
4
5
Very good
Good
Average
Fair
Poor

Comments made on individual questions

Question	Number commenting	comments
Q1 Committee administration and support: Receive agenda and papers in good time	No comments	
Q2 Committee administration and support: Process of conducting meetings is very clear	No comments	
Q3 Committee administration and support: Understand written information from HPC employees	No comments	
Q4 Committee membership: I know and understand the responsibilities of being a committee member	No comments	
Q5 Committee membership: I know and understand my role on the committee	No comments	
Q6 Committee membership: I am clear about the objectives of the Committee	No comments	
Q7 Committee Membership: I feel able to contribute in meetings	No comments	
Q8 Committee: The Committee receives the appropriate information to undertake its role	No comments	
Q9 Committee: The Committee has clearly written policies and procedures for how it runs	No comments	
Q10 Committee: The Committee generally works well together	One member commented	"I can only comment on the limited experience that I have from one (1) meeting"
Q11 Committee: The Committee is planning for its future	No comments	
Q12 Committee: The Committee's size and structure is appropriate	One member commented:	"I can only comment on the limited experience that I have from one (1) meeting"
Q13 Committee: The Committee currently contains a sufficient range of expertise to carry out its duties effectively	Two members commented:	"Supplemented by annual training." "I can only comment on the limited experience that I have from one (1) meeting"
Q14 Committee: The Committee has a diverse range of members.	One member commented:	"I can only comment on the limited experience that I have from one (1) meeting"

Q15 Committee: The Committee regularly reviews its work as a committee	One member commented:	"I can only comment on the limited experience that I have from one (1) meeting"
Q16 Strategy and workplan: The Committee receives and approves the workplan on an annual basis	no members commented	
Q17 Strategy and workplan: The Committee is working with the Executive to develop its strategy	one member commented:	"The question is ambiguous – "its" could refer to either the Committee or the Executive. Please refer to the Standing Orders of the Audit Committee – whilst there is of course a line of communication together with full cooperation and a good working relationship with the Executive, the Committee is a sub-Committee of Council and advises Council, not the Executive."
Q18 Strategy and workplan: The Committee makes policy related decisions that then guide the way that the employees carry out operational duties	one member commented:	"As above, the Audit Committee advises Council and does not make policies on Council's behalf."

Suggestions for improvements to the work of the Committee

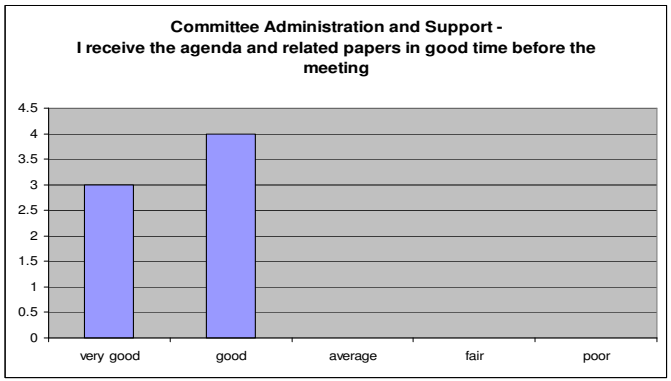
Members were asked to suggest 5 areas that they thought the committee should tackle to improve the way the committee works over the next year.

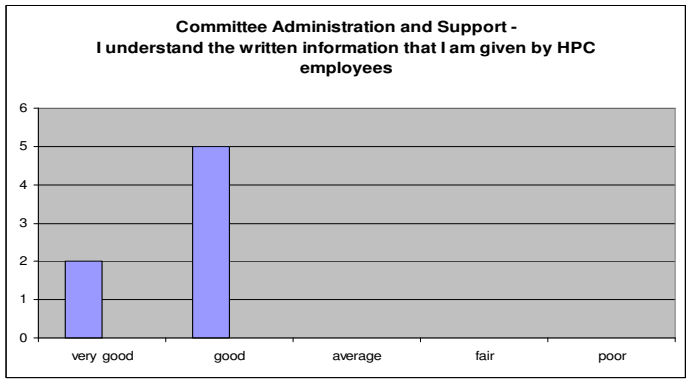
One member provided feedback on this question.

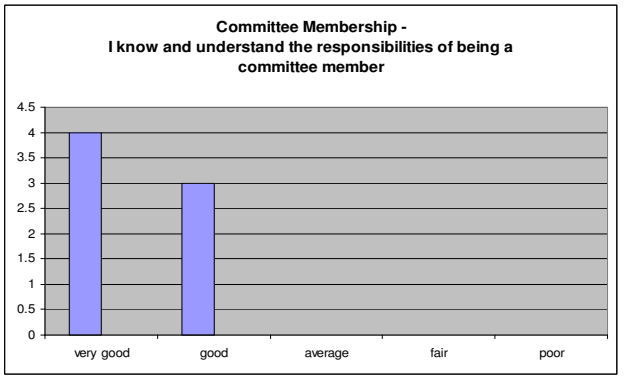
"I think the Committee works well in terms of team-work, leadership, work plans and effectiveness. "If it ain't broke don't mend it" comes to mind."

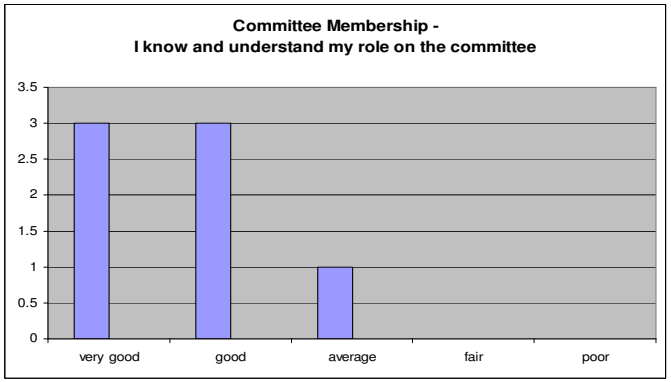
Committee Self Evaluation: Communications Committee

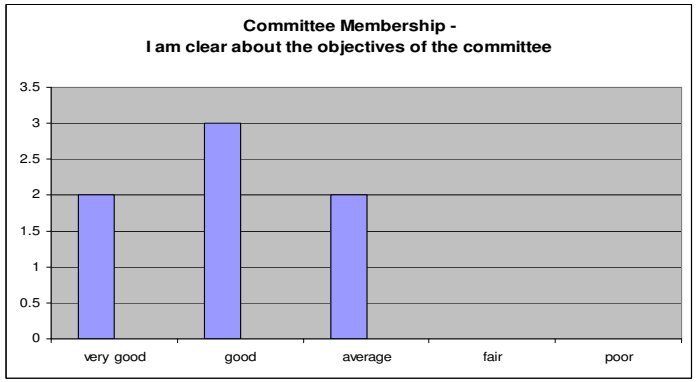
The charts below indicate the responses on forms received from Committee members. Forms were received from seven members.

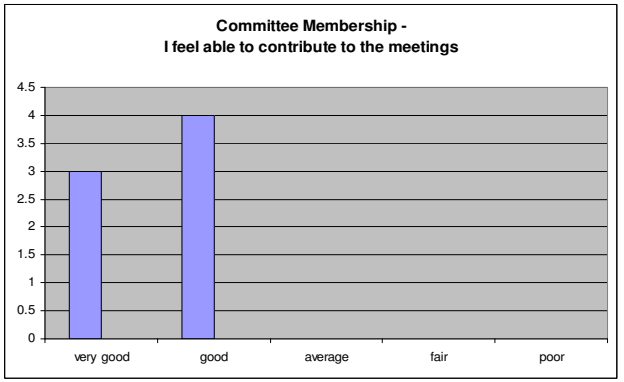


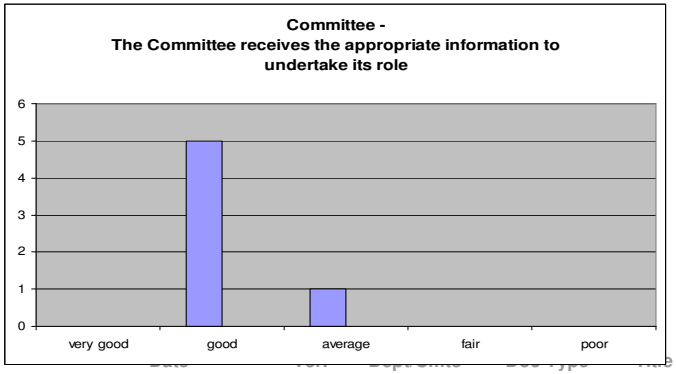


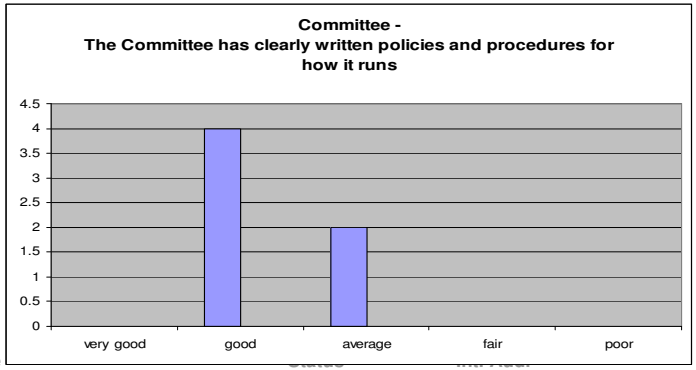


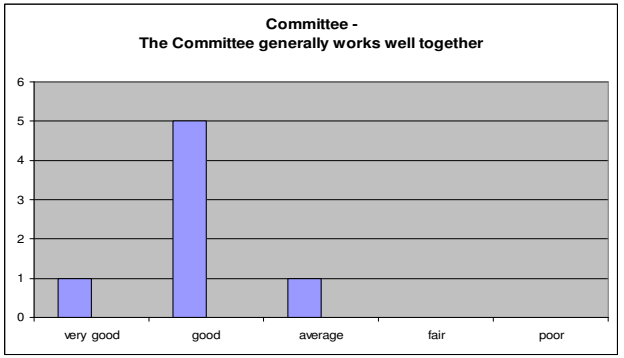


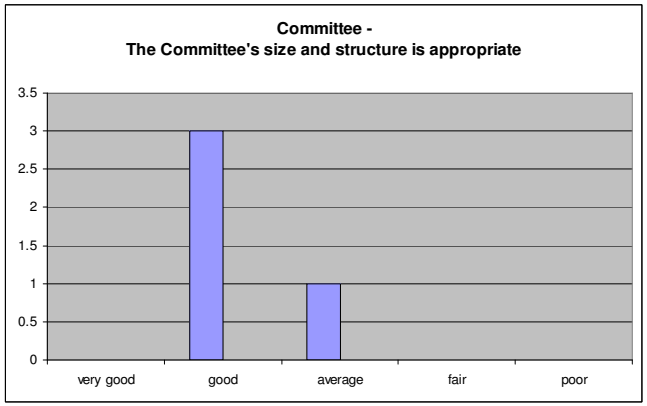


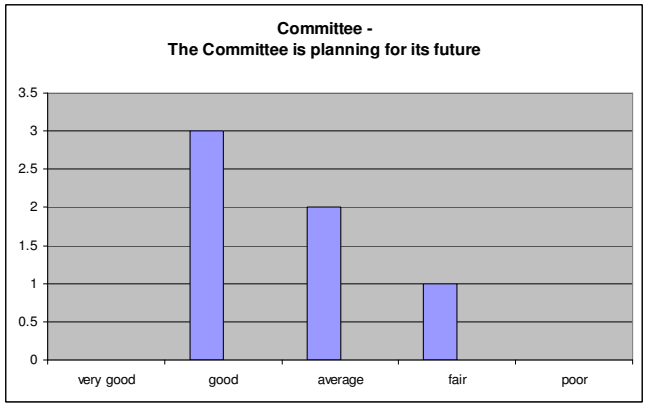


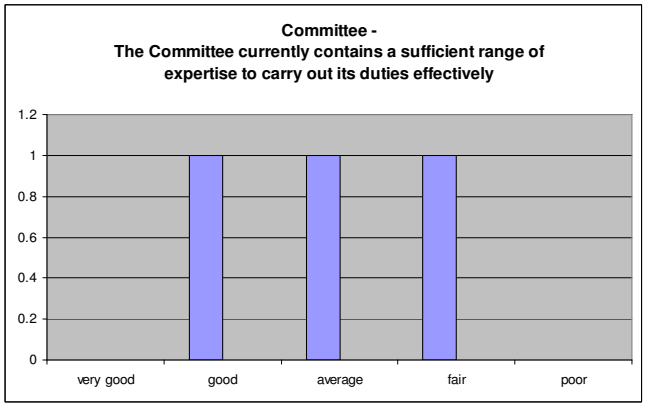


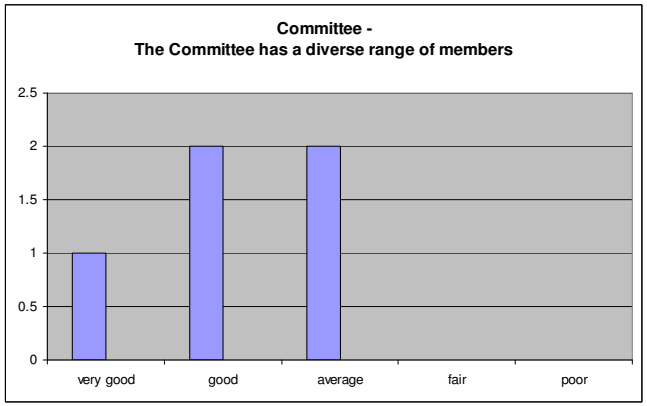


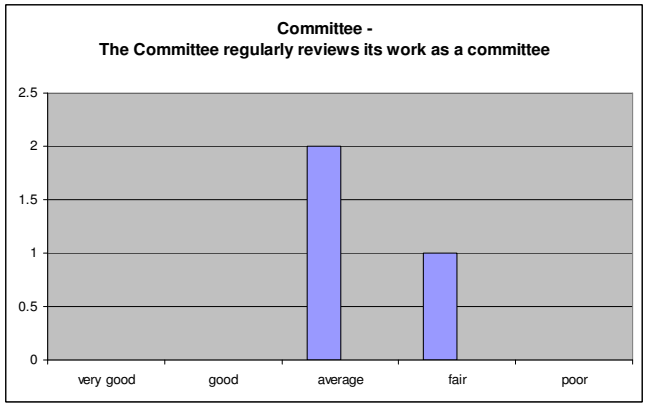


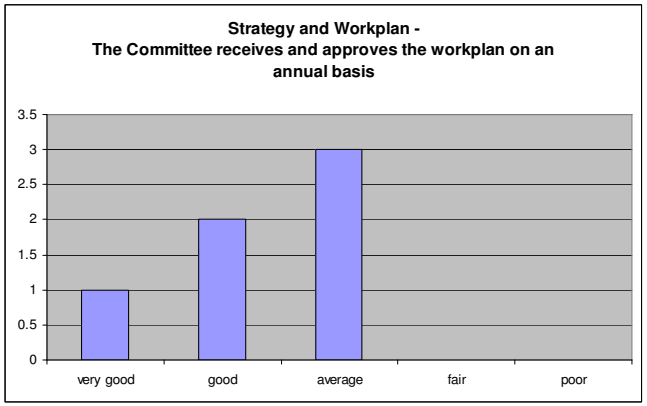

Committee -
The Committee's size and structure is appropriate
3.5
3
2.5
2
1.5
1
0.5
0
very good
good
average
fair
poor

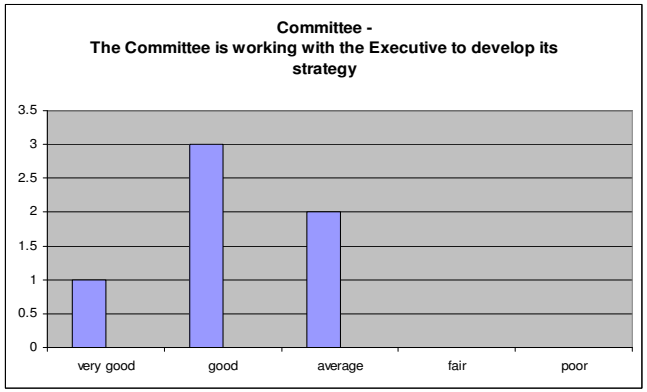

Committee -
The Committee is planning for its future
3.5
3
2.5
2
1.5
1
0.5
0
very good
good
average
fair
poor

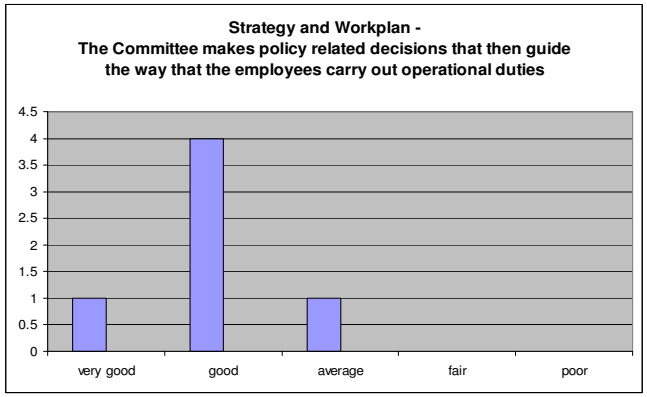

Committee -
The Committee currently contains a sufficient range of expertise to carry out its duties effectively
1.2
1
0.8
0.6
0.4
0.2
0
very good
good
average
fair
poor

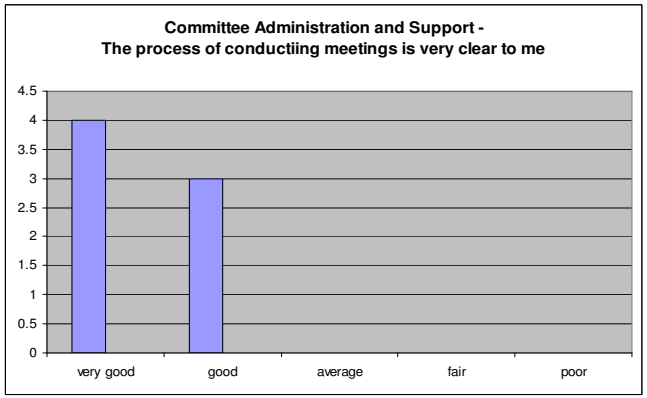

Committee -
The Committee has a diverse range of members
2.5
2
1.5
1
0.5
0
very good
good
average
fair
poor


Committee -
The Committee regularly reviews its work as a committee
2.5
2
1.5
1
0.5
0
very good
good
average
fair
poor


Strategy and Workplan -
The Committee receives and approves the workplan on an annual basis
3.5
3
2.5
2
1.5
1
0.5
0
very good
good
average
fair
poor


Committee -
The Committee is working with the Executive to develop its strategy
3.5
3
2.5
2
1.5
1
0.5
0
very good
good
average
fair
poor


Strategy and Workplan -
The Committee makes policy related decisions that then guide the way that the employees carry out operational duties
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
very good
good
average
fair
poor


Committee Administration and Support -
The process of conductiing meetings is very clear to me
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
very good
good
average
fair
poor

Comments made on individual questions

Question	Number commenting	comments
Q1 Committee administration and support: Receive agenda and papers in good time	Three members commented:	"This element cannot be faulted." "Which year does this relate to? Not aways." "Not happy when I first came on to the Committee! Huge improvement since Jacqueline came on board and a clear team ethos developed."
Q2 Committee administration and support: Process of conducting meetings is very clear	One member commented	"Not happy when I first came on to the Committee! Huge improvement since Jacqueline came on board and a clear team ethos developed."
Q3 Committee administration and support: Understand written information from HPC employees	Three members commented	"The terms of reference and the Communications strategy (responsibilities of members) have been reiterated to all members and are written clearly and legibly." "Only recently." "Not happy when I first came on to the Committee! Huge improvement since Jacqueline came on board and a clear team ethos developed."
Q4 Committee membership: I know and understand the responsibilities of being a committee member	Two members commented:	"The Committee do their work well, but I always worry that we may not be concentrating in and on the right issues. Is our activity useful?" "Only a personal view – after some years on the Committee, it would be better to ask about the Committee's effectiveness and understanding."
Q5 Committee membership: I know and understand my role on the committee	Two members commented:	"The Committee do their work well, but I always worry that we may not be concentrating in and on the right issues. Is our activity useful?" "Only a personal view – after some years on the Committee, it would be better to ask about the Committee's effectiveness and understanding."
Q6 Committee membership: I am clear about the objectives of the Committee	Four members commented	"Already covered. (duplicate question)." "Now – relationship between strategy and work plan. How to evaluate?" "The Committee do their work well, but I always worry that we may not be concentrating in and on the right issues. Is our activity useful?" "Only a personal view – after some years on the Committee, it would be better to ask about the Committee's effectiveness and understanding."
Q7 Committee Membership: I feel able to contribute in meetings	Four members commented:	"Mostly" "The progressive atmosphere is clearly apparent within this group of members and it is rare that all members don't contribute fully at meetings." "The Committee do their work well, but I always worry that we may not be concentrating in and on the right issues. Is our activity useful?"

		"Only a personal view – after some years on the Committee, it would be better to ask about the Committee's effectiveness and understanding."
Q8 Committee: The Committee receives the appropriate information to undertake its role	Three members commented	"Don't know yet." "On occasions, a summary of some of the very detailed information may be useful." "Significant improvement over past few months with new team in place."
Q9 Committee: The Committee has clearly written policies and procedures for how it runs	Two members commented:	"Similar to question asked at 2 'The process of conducting meetings is very clear to me'." "Don't know yet."
Q10 Committee: The Committee generally works well together	One member commented:	"The Committee enthusiastically aims to meet its objectives."
Q11 Committee: The Committee is planning for its future	Two members commented:	"This is now a strong feature of this committee." "Hard to tell fully."
Q12 Committee: The Committee's size and structure is appropriate	Two members commented:	"At the moment the committee functions well." "I have not been a member long enough to have a reasoned conclusion
Q13 Committee: The Committee currently contains a sufficient range of expertise to carry out its duties effectively	Six members commented:	"This element hasn't been tested fully yet and generally most members stay with the committees on which they are originally placed. If this question were to be seriously raised one would expect more movement of members on all committees." "What is the range? 6 registrants and 3 lay members : balance of skills? Paramedic, Dietitian and Occupational Therapist. List skills. Teaching / Manager / Clinical." "Worth co-opting specialists on marketing in same way audit have an accountant." "What expertise? Are you talking about expertise in communications/PR etc or within the healthcare professions? "I think so." "I have not been a member long enough to have a reasoned conclusion."
Q14 Committee: The Committee has a diverse range of members.	Three members commented:	"I have not been a member long enough to have a reasoned conclusion." "Difficult to tell – range of what? Or just plain common sense!" "?"
Q15 Committee: The Committee regularly reviews its work as a committee	Four members commented:	"I have not been a member long enough to have a reasoned conclusion." "Don't know yet." "? What is regularly? 1 yearly / 2 yearly."

		"This process is only just beginning."
Q16 Strategy and workplan: The Committee receives and approves the workplan on an annual basis	Five members commented:	"Most recent plan clear and concise." "Don't know yet." "Monitoring of Workplan?" "This is the first year that this element has become effective." "This process is fine – a big change from earlier times."
Q17 Strategy and workplan: The Committee is working with the Executive to develop its strategy	Five members commented:	"Again improving." "Yes, I presume so." "Repetitive question, similar to Q6 'I am clear about the objectives of the Committee', Q8 'The Committee receives the appropriate information to undertake its role' and Q18 'The Committee makes policy related decisions that then guide the way that the employees carry out operational duties'." "This element appears to be a strength into the latter part of the year." "This process is fine – a big change from earlier times."
Q18 Strategy and workplan: The Committee makes policy related decisions that then guide the way that the employees carry out operational duties	Three members commented:	"The Committee relies heavily on the Director of Communications for this element and at this point the process works well." "Yes I presume so." "This process is fine – a big change from earlier times."

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.

Committee Administration and Support

- when should we evaluate ourselves and when should we ask outside bodies/persons to evaluate our effectiveness?
- what induction/familiarlisation do we provide for new members of the Committee? How is this then elevated?
- An introduction to new members by the Chairman to summarise the aims, objectives and current issues of the Committee.

- Some feed in from senior officers about committee performance
- Adopt an agenda with time limit for each item (time to be determined by chair and executive members).
- Reduce papers printed for meeting – information to be reduced to key points with presentations/use of web.

Committee Membership

- Co-opt expertise in communications and marketing on to the Committee.
- Further understanding of each others expertise and interests
- If skills balance to be assessed, we need some idea of what the balance is and what the Committee needs e.g. PR expertise and or project management.
- Co-opt registrant or lay members with communications expertise
- Reduce the size of the committee by reducing registrant and lay members.

Strategy and Workplan

- perhaps more emphasis on why we are doing certain things – how strategic? Is it right?
- Difference between reactive and/or proactive
- Focus on creating a workplan that will help pct achieve its core purpose
- Evaluate the effectiveness of the committee on the extent to which it prepares and delivers a strategy that directly supports the corporate objectives
- Put more deliverables into the workplan
- Regular reference to committees strategic aims and actions
- Increase awareness of the role of the HPC among all our stakeholders
- Find new and varied channels of communication to achieve our objectives
- Improve communications between the Registrants and HPC
- Specify priority setting and monitoring – regularity
- Relationship between strategy and workplan and monitoring
- Clearly established communication channels will be identified during the various processes which are already in hand. When established they should form a matrix which is available to the members and will help form opinions as to influencing stakeholders on various topics relevant to each of them. A good example is the fitness to practice trends.
- The Committee may be more adept at capturing emerging issues from the cumulative committees which may impact on the operational plan of Communications. It may be that this identifies a need to prioritise on an ongoing basis throughout each financial year.

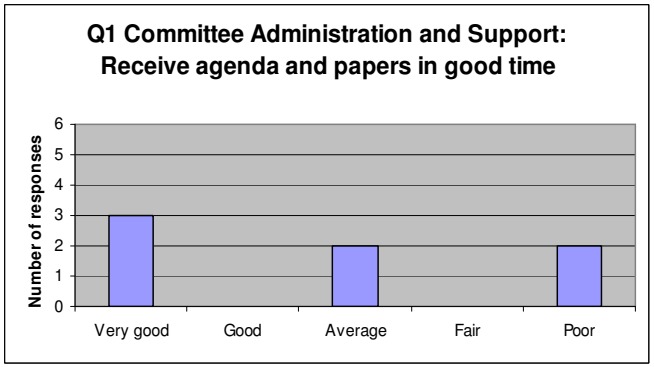
- Discussion of detail – cut down or eliminate where the matter under discussion is not a key part of the workplan

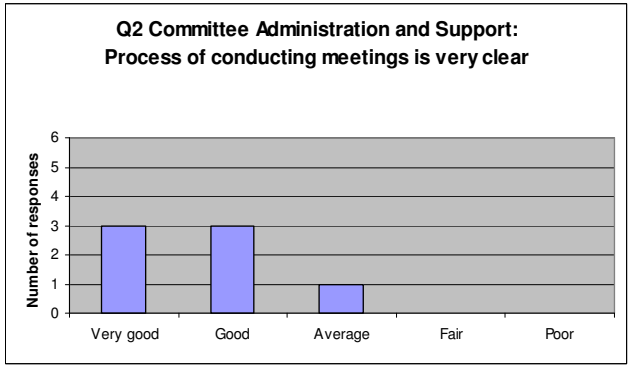
Comments about the self evaluation form

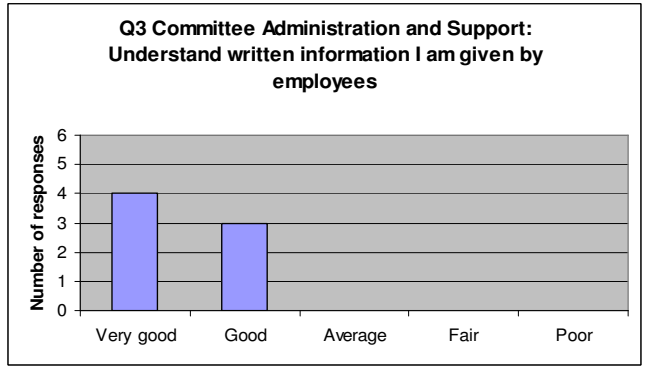
- Another heading needed for 'Management of the Committee'.
- In general the document tends to drift from the personal comment to the collective without any real design.
- Within each headed section the same questions are repeated with a slightly different format, however I have followed the questions and answered them in the laid out format and when answered as an individual they do make sense.
- I felt the questions should be rounded down to possibly 6 utilising the headed sections and removing the duplication.
- I am still not sure of the value of this evaluation when considered by all the committees and the subsequent collation of the information. I feel it may be more useful to appraise the Chairman, the Executive and the Secretariat, possibly with three questions relating to the performance of each areas.

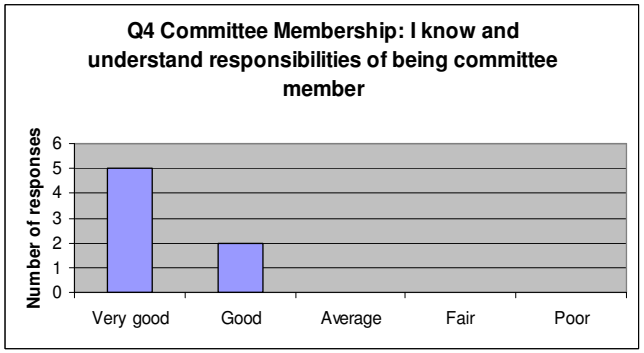
Committee Self-Evaluation: Conduct and Competence Committee

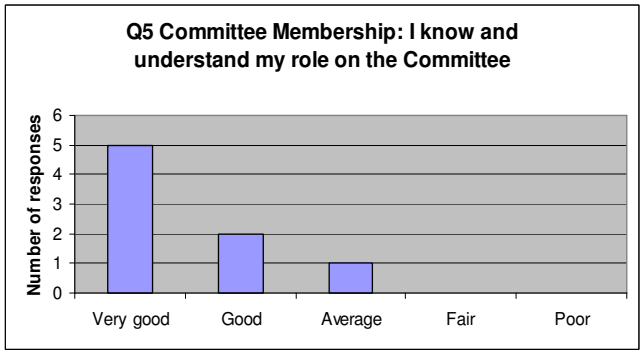
The charts below indicate the responses on forms received from Committee members. Forms were received from seven members.

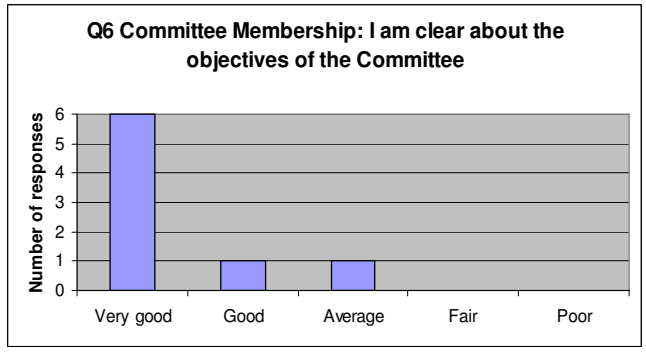


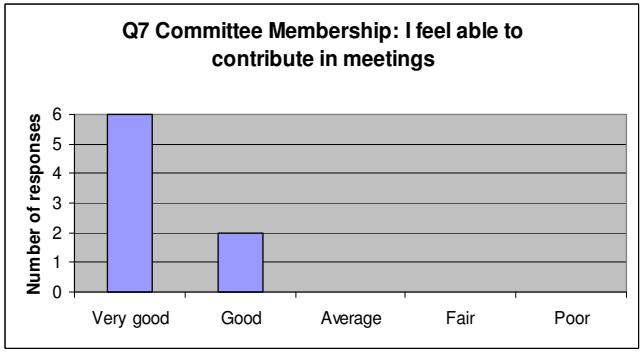


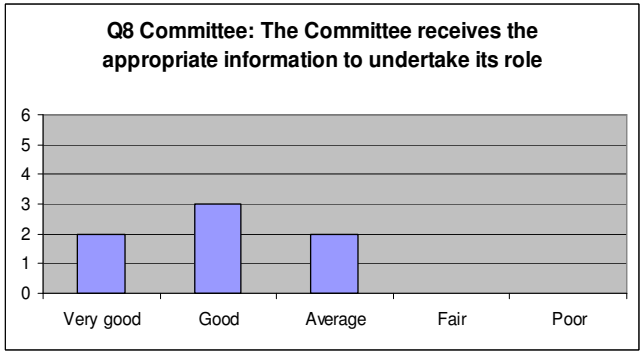


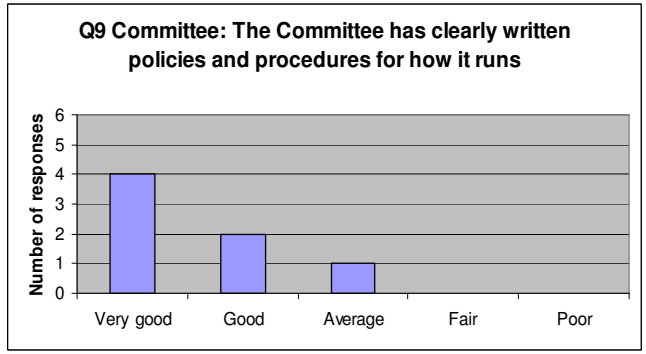


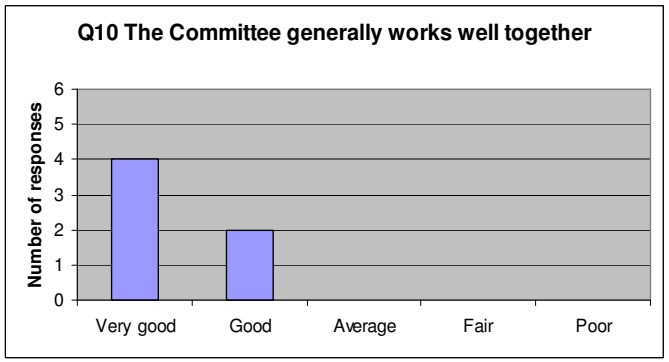


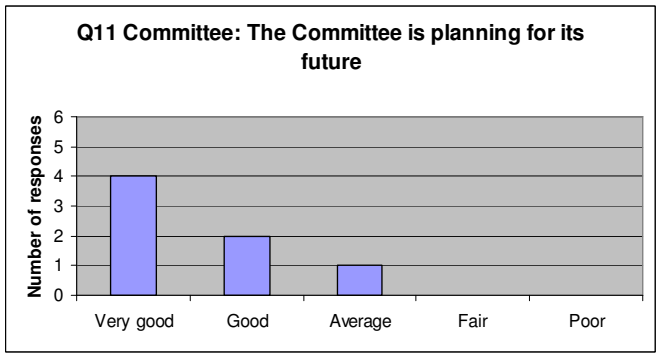


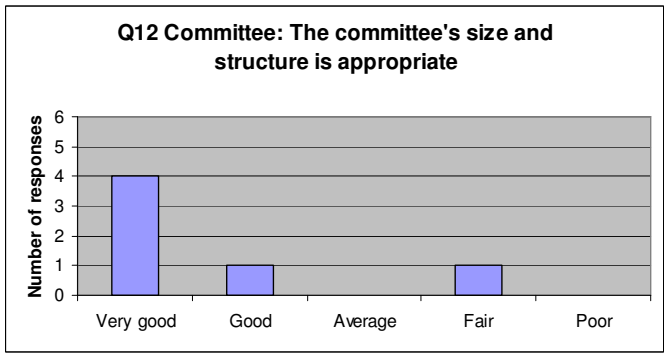


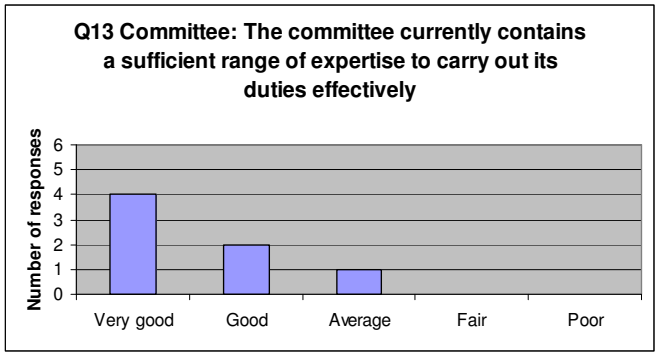


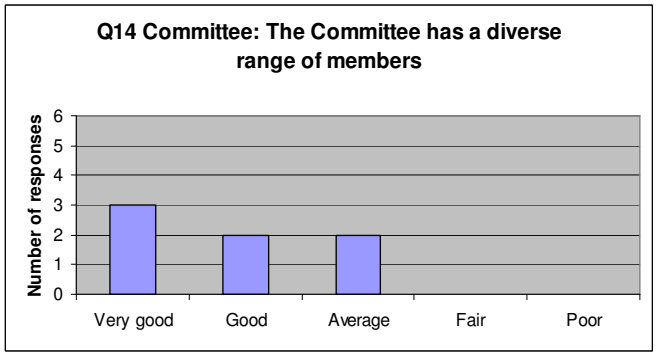


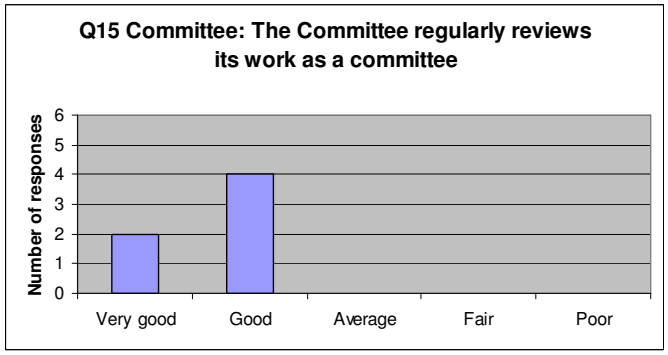

Q10 The Committee generally works well together
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor

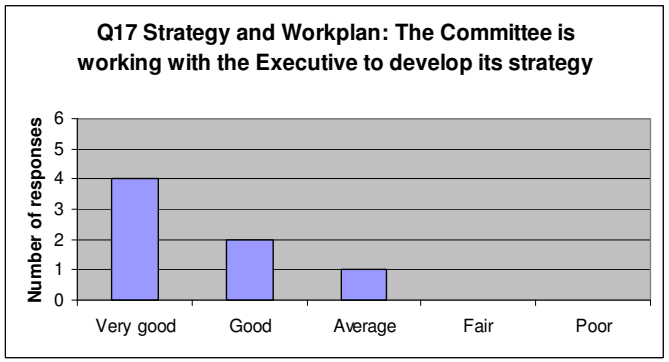

Q11 Committee: The Committee is planning for its future
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor

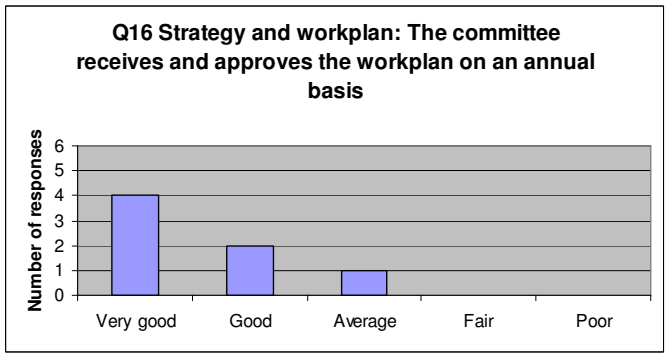

Q12 Committee: The committee's size and structure is appropriate
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor


Q13 Committee: The committee currently contains a sufficient range of expertise to carry out its duties effectively
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor


Q14 Committee: The Committee has a diverse range of members
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor


Q15 Committee: The Committee regularly reviews its work as a committee
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor


Q17 Strategy and Workplan: The Committee is working with the Executive to develop its strategy
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor


Q16 Strategy and workplan: The committee receives and approves the workplan on an annual basis
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor

Q18 Strategy and Workplan: The Committee makes policy related decisions that then guide the way that employees carry out operational duties
Number of responses
0
1
2
3
4
5
6
Very good
Good
Average
Fair
Poor

Comments made on individual questions

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

Q14 Committee: The Committee has a diverse range of members.	No comments	
Q15 Committee: The Committee regularly reviews its work as a committee	No comments	
Q16 Strategy and workplan: The Committee receives and approves the workplan on an annual basis	one member commented:	"I believe so"
Q17 Strategy and workplan: The Committee is working with the Executive to develop its strategy	No comments	
Q18 Strategy and workplan: The Committee makes policy related decisions that then guide the way that the employees carry out operational duties	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