
Committee effectiveness review

Executive Summary

Each of the Council's committees should review its effectiveness periodically and report to the Council on this assessment.

To help inform the Education and Training Committee (ETC) in its review, a questionnaire was circulated to ETC members and regular attendees, the responses to which were intended to inform the review of effectiveness to take place at the meeting of the ETC.

There was a good response to the questionnaire and the responses to the questionnaire were very positive overall, including in the comments. There were three themes from the responses relating to:

- the levels of assurance provided to ETC through reporting;
- the role of the ETC in relation to the Council and other Committees; and
- time for reflection on discussions and decisions made and matters for escalation to Council or feedback on reports.

In terms of responding to these:

1. A new cover sheet and report writing guidance has been developed and will be shared with colleagues for feedback and would address this directly in terms of the purpose of papers being considered by the ETC, including where this is to provide assurance. If time for reflection is allocated at each meeting (as referred to in 3 below) then this will also enable areas where assurance is lacking to be highlighted to be addressed in future reporting.
 2. The role and responsibilities of the ETC is largely defined by legislation, which has evolved over time. This includes a specific role in consultations on standards and fees as well as registration and education and training. The terms of reference for the ETC are not set out in full in the Standing Orders as a result so we could consider including these in full to provide clarity, ensuring they are updated to reflect any changes to the legislation. Some clarification of the role and remit of the Education and Training Panel has been included in the proposed amendments to the Standing Orders to be considered at the meeting.
 3. In the same way as at Council meetings, we can include an item on each agenda for ETC members and attendees at meetings to give reflections on the meeting in terms of what went well, what could be improved, items that may be helpful to share with the Council and feedback on the information presented at the meeting. This will ensure time is dedicated to this.
-

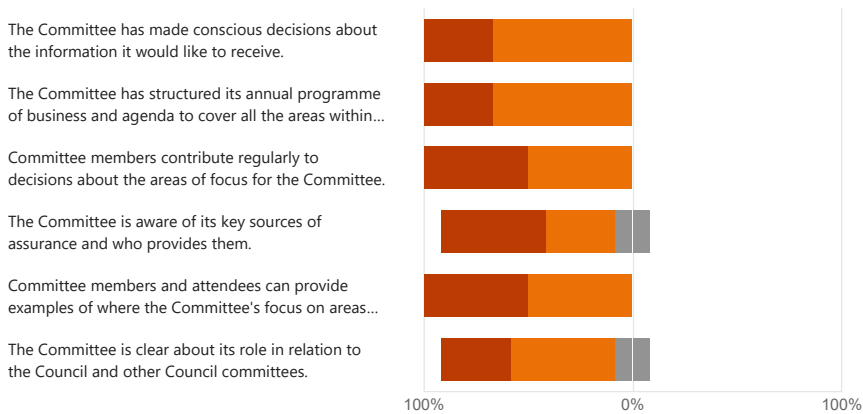
We may also want to consider whether a meeting of the ETC or workshop (if needed) is held in person or we could allow time at some meetings for informal discussion to make up for the interaction that previously took place at meetings in person.

Previous consideration	A questionnaire was circulated to ETC members and regular attendees to complete on 13 February 2024. Six responses were received.
Decision	The Committee is asked to consider the responses received as part of a review of its own effectiveness.
Next steps	The Chair of the ETC will report to the Council on the results of its assessment and any actions or recommendations as part of the Chair's report to the Council.
Strategic priority	Build a resilient, healthy, capable and sustainable organisation.
Financial and resource implications	To be determined based on the actions or recommendations agreed as a result of the review.
EDI impact and Welsh Language Standards	None identified.
Author	Karen Flaherty, Head of Governance karen.flaherty@hcpc-uk.org

Education and Training Committee Effectiveness Review March 2024

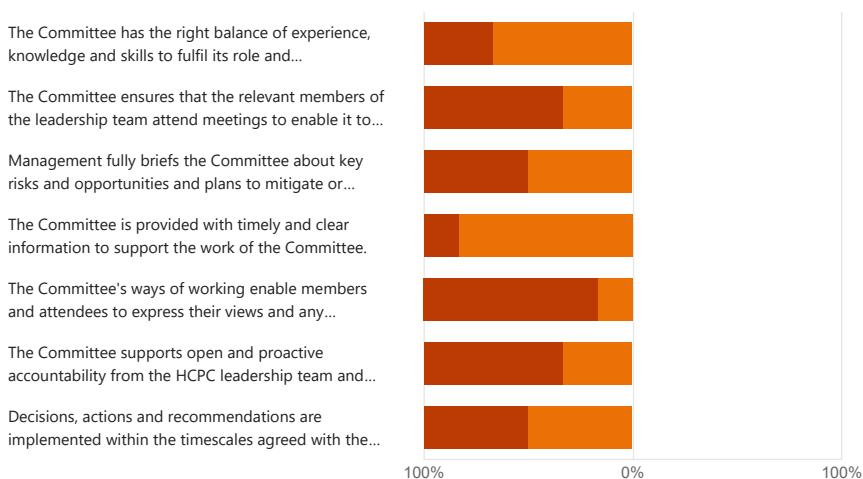
1. Committee focus

■ Strongly agree
 ■ Agree
 ■ Disagree
 ■ Strongly disagree
 ■ Unable to comment

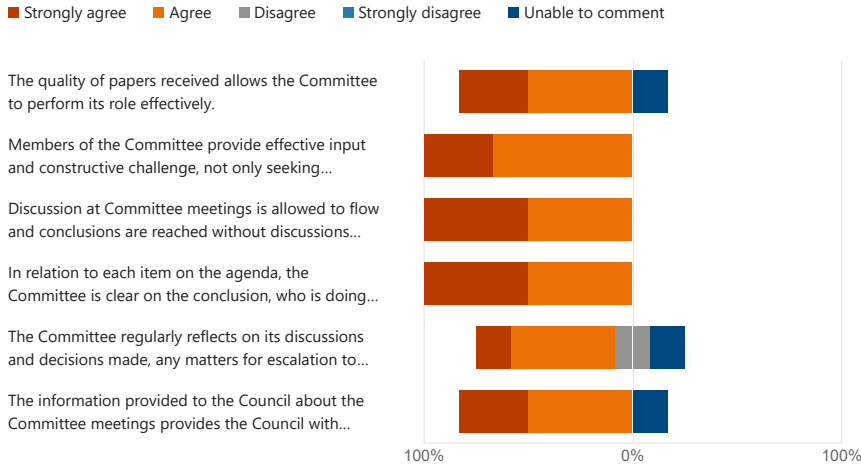


2. Committee engagement

■ Strongly agree
 ■ Agree
 ■ Disagree
 ■ Strongly disagree
 ■ Unable to comment



3. Committee effectiveness



4. Is there anything that the Committee could do differently to better support either a) the Council; or b) the leadership team in its work?

'Not that I am aware of, as an independent member of the committee I am not able to witness the interaction with Council.'

5. Is there any training or support members of the Committee feel would help them to fulfil their role on the Committee?

'I think we are very well supported with regular training and workshops.'

'Whilst I appreciate the cost effectiveness of meeting via Teams since covid, the networking and communications are clearly lost from not meeting face to face.'

6. Is there any other feedback you would like to provide relating to the effectiveness of the Committee?

'External members have been essential for the skills / experience mix of the ETC - I wouldn't want us to lose the HE / new graduate experience with Penny and Luke leaving.'

'I believe the effectiveness of the ETC is fundamental to assuring quality in education and training activity for future registrants.'

'I am hopeful reg reform might lead to us doing ETP differently. Doesn't seem the best use of limited resources (but get it's currently a legal requirement).'