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## Committee effectiveness review

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### 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 People and Resources Committee (PRC) in its review, a questionnaire was circulated to Committee members and regular attendees, the responses to which were intended to inform the review of effectiveness to take place at the meeting of the PRC.

The responses to the questionnaire were very positive overall, although these are based on a limited number of responses. There were three themes from the responses relating to:

- the nature, presentation and timeliness of the information received by the PRC, with a desire to have more focussed data, presented more succinctly with less narrative reporting;
- having more time for less structured discussion as a committee to take a broader and longer view of the strategic issues and implications, perhaps meeting in person to do this and incorporating training on some more specialist areas as part of this; and
- promoting greater challenge of the work of the PRC from the wider Council.

In terms of responding to these:

1. The information presented to the PRC should be reviewed and aligned to the role and responsibilities of the PRC as set out in its standing orders. A new cover sheet and report writing guidance has been developed and will be shared with colleagues for feedback and would address some of the points made in the responses to the questionnaire.
2. No workshop has been scheduled for the PRC in 2024 so a workshop could be set up to allow time for this, possibly towards the end of the year to take account of early and budgeting and planning processes.
3. At present, the report from the Chair of the PRC is included with the minutes of the previous meeting as an item for noting. More time could be allocated to the reports from the chairs of committees at the Council to allow for this challenge. Alternatively, this could be included as a regular addition to the annual seminar programme for Council.

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#### Previous consideration

A questionnaire was circulated to PRC members and regular attendees to complete on 1 February 2024. Four responses were received.

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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 PRC 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 <a href="mailto:karen.flaherty@hcpc-uk.org">karen.flaherty@hcpc-uk.org</a>

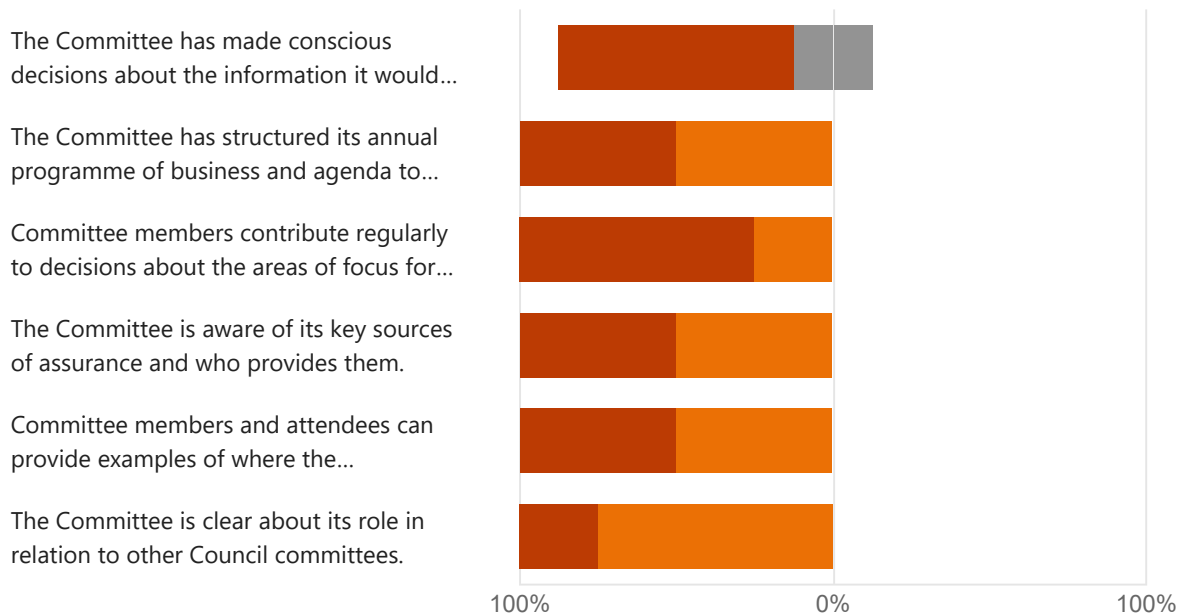
# People and Resources Committee Effectiveness Review February 2024

## 4

### Responses

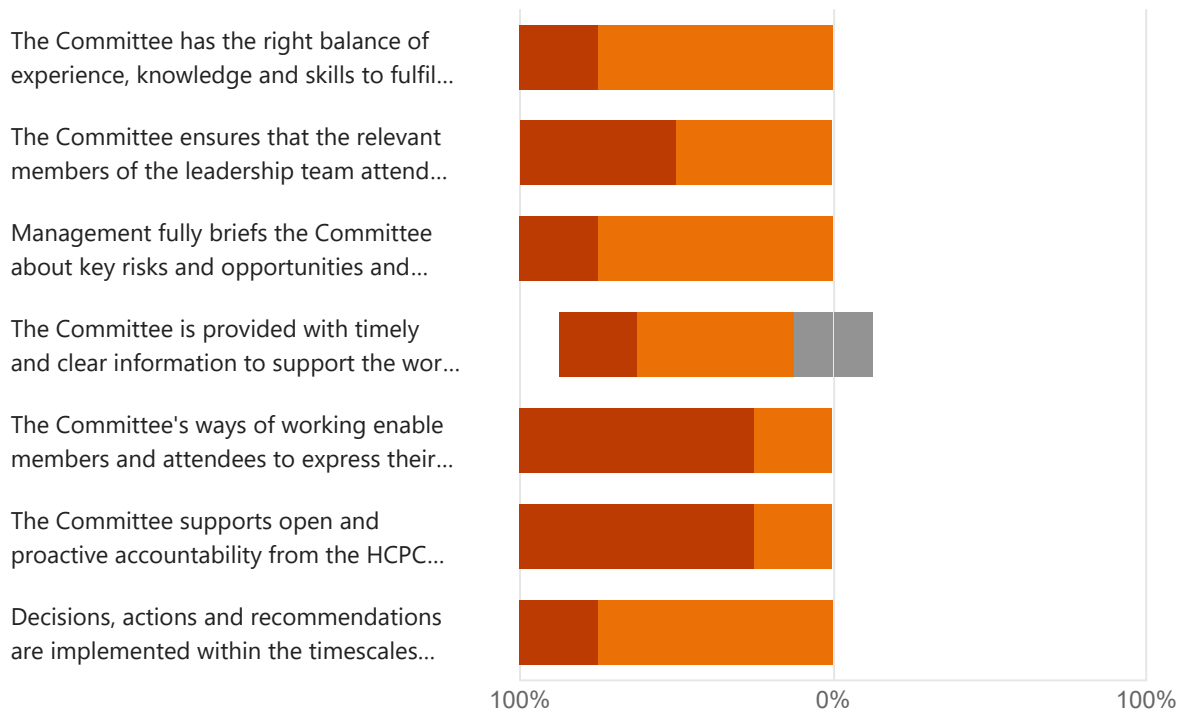
#### 1. Committee focus

Strongly agree   Agree   Disagree   Strongly disagree   Unable to comment



## 2. Committee engagement

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



## 3. Committee effectiveness

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

