

Health Professions Council
14 December 2006

COMMITTEE SELF-EVALUATION

Executive Summary and Recommendations

Introduction

Self-evaluation of Committee performance was discussed at the Council away day and it was recommended that Council should consider a process for annual self-evaluation by all Committees.

In line with current best practice as set down by the National Audit Office, the Audit Committee has already completed the NAO Audit Committee checklist for Audit Committees.

The attached paper is a draft assessment form for members of a committee to self-evaluate the Committee's performance.

The purpose behind the evaluation is to try to determine;

1. How the work of HPC's Committees can become more effective;
2. How individual committee members contribute to the work of the Committees

It is proposed that each Committee should decide how the self-evaluation should be administered but likely methods would include the following;

(i) the self-evaluation could be completed by individual committee members and submitted to the Secretary to the Committee for onward transmission to the Chairman prior to the final meeting in the annual committee meeting cycle. At the final meeting the Committee Chairman would lead a discussion on the results of the questionnaire and an agreed action plan if required.

(ii) alternatively the self-assessment could be undertaken as a group activity as the final meeting in the annual committee cycle.

The results of the self-assessment would be reported to Council.

Decision

The Council is asked to agree that all statutory and non-statutory committees should undertake the self-evaluation process outlined above.

Background information

The National Audit Committee Self-Assessment checklist and other documents on good practice in relation to corporate governance are available from the National Audit Office website at www.nao.org.uk.

Resource implications

None

Financial implications

None

Appendices

Appendix 1

Date of paper

13 November 2006

Appendix 1 Annual Self-Evaluation for HPC Committees

	Areas which are important to ensure an effective committee	Very Good (5)	Good (4)	Average (3)	Fair (2)	Poor (1)
1	I know and understand the responsibilities of being a committee member					
2	I know and understand my role on the committee					
3	I have completed the HPC induction					
4	I have had or will be having relevant training					
5	I know who to ask if I do not understand something about my role					
6	I am clear about the objectives of the HPC					
7	I am clear about the objectives of this committee					
8	I have seen and understand the committee's annual work plan					
9	The committee has approved the annual work plan					
10	As a committee we have been involved in developing the strategy of the committee					
11	The committee has approved the strategy					
12	At meetings we make policy related decisions that then guide the way that the employees carry out operational duties					
13	I understand the written information that I am given by HPC employees					
14	The committee receives the appropriate information to undertake its role					
15	The process of conducting meetings is very clear to me					
16	The committee has clearly written policies and procedures for how it runs					
17	I receive the agenda and any related papers in good time before the meeting					
18	I feel able to speak out in the meetings					
19	The committee generally work well together					
20	I feel able to represent the organisation to the external community					
21	I feel that this committee has a diverse range of members					
22	I feel that this committee has a wide range of skills					
23	We regularly review how we are doing as a committee					
24	The committee interacts well with HPC employees					
25	The chairman has proactively sought feedback from my performance as a committee member and has acted on the feedback					

Annual Self-Evaluation Committee Form

The purpose behind this evaluation is to try and determine:

1. How the work of HPC's Committees can become more effective
2. How we as individual members contribute to the work of the Committees

The checklist therefore incorporates a range of items, some are about the work of the Committee and some are about your individual contribution to it.

How the annual self-evaluation form should be used:

- Tick the boxes that you feel best represent what you think
- Look through the grids as a committee focusing in particular on the areas that you think are fair or poor
- Please suggest 5 areas that you think that you should tackle to improve the way that you work as a committee over the next year

1	
2	
3	
4	
5	