

**Health Professions Council
Communications Committee 24th May 2007**

Committee Self-Evaluation

Executive Summary and Recommendations

Introduction

The Council approved the proposal at their meeting on 29 March 2007 that committees should undertake a self-evaluation annually. The Council approved the Committee Self-Evaluation form and recommended that the form was piloted at all forthcoming committee meetings.

Decision

The Committee self-evaluation form was distributed to the Committee via email on 10 May 2007 so that members could complete the form with their preliminary ideas and thoughts. The Committee is asked to discuss the form so that a mutual consensus can be reached on the final content of the form. All feedback given will be noted by the Secretary to the Committee and any necessary amendments to the form considered at the Council Away Day in October 2007.

Background information

None

Resource implications

None

Financial implications

Not applicable

Appendices

Committee Self-Evaluation Form

Date of paper

8th May 2007

Pilot - Annual Self-Evaluation for HPC Committees

		Very Good (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
	Committee Administration and Support						
1.	I receive the agenda and any related papers in good time before the meeting						
2.	The process of conducting meetings is very clear to me						
3.	I understand the written information that I am given by HPC employees						
	Committee Membership						
4.	I know and understand the responsibilities of being a committee member						
5.	I know and understand my role on the Committee						
6.	I am clear about the objectives of the Committee						
7.	I feel able to contribute in meetings						

	Committee						
8.	The Committee receives the appropriate information to undertake its role						
9.	The Committee has clearly written policies and procedures for how it runs						
10.	The Committee generally works well together						
11.	The Committee is planning for its future						
12.	The Committee's size and structure is appropriate						
13.	The Committee currently contains a sufficient range of expertise to carry out its duties effectively						
14.	The Committee has a diverse range of members.						
15.	The Committee regularly reviews its work as a committee						
	Strategy and Workplan						
16.	The Committee receives and approves the workplan on an annual basis.						
17.	The Committee is working with the Executive to develop its strategy						
18.	The Committee makes policy related decisions that then guide the way that the employees carry out operational duties						

Pilot - 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
- Any other related points of feedback

Agreed at 29 March 2007 Council Meeting

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2006-10-02	b	CER	DCB	Annual self-evaluation committee form	Draft DD: None	Internal RD: None

- 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	