

**Health Professions Council  
Conduct and Competence Committee 12 September 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.

At the request of the Committee Chairman the form was circulated to Committee members. Members were asked to bring the completed form to the Committee meeting on 12 September. A brief discussion of the results and also of the format of the self-evaluation form will take place at the meeting following which the results will be analysed by the Secretariat. The results of the analysis will be considered by the Committee at its November meeting.

**Decision**

The Committee is asked to have a preliminary discussion regarding the results of the self -evaluation and also of the format of the evaluation form. All feedback regarding the form will be noted by the Secretary to the Committee and will be considered at the Council Away Day in October 2007 when the self-evaluation exercise is evaluated.

The Committee is also asked to agree that the results of the self-evaluation should be analysed by the Secretariat and presented to the Committee as a paper at its November meeting.

**Background information**

None.

**Resource implications**

None.

**Financial implications**

None.

Date  
2007-07-30

Ver.  
a

Dept/Cmte  
SEC

Doc Type  
PPR

Title  
Conduct and Competence  
Committee - committee self-  
evaluation form

Status  
Draft  
DD: None

Int. Aud.  
Public  
RD: None

## Appendices

Committee self evaluation form.

### Date of paper

30 July 2007

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-07-30	a	SEC	PPR	Conduct and Competence Committee - committee self- evaluation form	Draft DD: None	Public RD: None

## Pilot - Annual Self-Evaluation for HPC Committees

		Very Good (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
	<b>Committee Administration and Support</b>						
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						
	<b>Committee Membership</b>						
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						
	<b>Committee</b>						
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						
	<b>Strategy and Workplan</b>						
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***

- 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	