

**Health Professions Council
Investigating 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.

Decision

The Committee is asked to undertake the evaluation exercise and also to comment on the content of the 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 exercise is evaluated.

Background information

None.

Resource implications

None.

Financial implications

None.

Appendices

Committee self evaluation form.

Date of paper

30 July 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

- 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	