

1. The attached document sets out details on the Council Members' Performance and Development Review system.
2. This system will apply to all Council Members including alternate Members.
3. Based upon the setting of agreed measurements and subsequent assessment of evidence that they have been achieved. This initiative will provide a consistent and fair way of setting standards and objectives, identifying and agreeing learning and development needs.
4. By February of each year, Council Members will self assess their performance; identify any personal objectives together with any learning and development needs. Following this, annual review meetings with the President will take place to review performance, identify and record personal objectives. An assessment of the President's performance will also form part of this process.
5. Built into the system is a six monthly review meeting. This will allow for Council Members to meet with the President in order to note achievements against the agreed criteria and to discuss appropriate adjustments to the criteria.
6. Details of annual review will be confidential to the Council Member and the President. Individual training plans arising from this process will be shared with the Chief Executive and Registrar and other members of the Executive as appropriate so that resources can be planned for and identified.
7. It is critical that the actual mechanics of this system are appropriate to the HPC and Members. Consequently, this initiative will be introduced as an eleven month pilot beginning in February 2003. This will provide a learning opportunity and an opportunity for consultation. Comments received during February will inform the evaluation of the Pilot and the development of the longer term system which will be operative from March 2003.
8. The financial implications arising from this initiative are not known for year one. A budget of £15,000 per annum has been set as part of HPC's five year budget plan.
9. The Council is asked to:
 - Note the contents of the attached system, and
 - Endorse its February 2003 introduction.

HEALTH PROFESSIONS COUNCIL (HPC) Council Members' Performance and Development Review System

HPC's arrangements for the Council Members' Performance and Development Review System include the following:

- Section A: annual review of the past period,
- Section B: a framework for evaluating current performance,
- Section C: the record of personal objectives for the coming year,
- Section D: annual review of the President,
- Section E: the agreed summary of the annual review discussion,
- Section F: the individual learning and development plan, and
- Section G: six monthly review form.

All the paperwork up to and including Section D will be completed by you and forwarded to the President no later than two weeks prior to the review. After the review, this paperwork will be returned to you.

Section E will be completed by the President and agreed with you following your review meeting. You will be given a copy for your records.

Section G provides for the comments on the agreed measurements plus any individually agreed criteria following the six monthly review meeting. Again, both you and the President will hold copies of this form.

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Section A: Review of past Year

Identify how you have met the areas of measurements within the given period.

What would you point to as evidence of your key achievements during the review period?

What do you know to have been less successful, and why?

What factors have prevented you from achieving these measurements or working as effectively as you would have wished?

Confidential

Section B: Current Performance

Which parts of your current role do you think:

You do best?

You do less well?

You find easy?

You have some difficulty with?

You enjoy most?

You enjoy least?

Have contributed most to the achievement of the Health Professions Council?

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Section C: The Future

Summarise those aspects of the Health Professions Council objectives that will have most bearing upon your role

Identify any changes that would make your role more effective

Identify any learning and/or training that might help you enhance your performance, to the benefit of both your personal development and the Council as a whole.

Have you any other comments you consider helpful to this appraisal?

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Section D: Annual review of the President

Identify how the President has met the areas of measurements within the given period.

What would you point to as evidence of the President's key achievements during the review period?

What do you know to have been less successful, and why?

What factors have prevented the President from achieving these measurements or working as effectively as you would have wished?

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Section E: Summary of the Annual Performance and Development Review Discussion (with clear evidence as appropriate)

(This form is to be completed by the President after the review)

Things that have gone well, and/or given personal satisfaction

Areas of role that have been less successful/satisfying

Action taken in following up decisions from previous review, and with what outcomes

Plan for the coming Year

Agreed personal objectives and timescales for achieving them

Agreed support necessary for their achievement

Signatures:
(indicating that this summary is an accurate reflection of the review discussions)

Signature

Date

Signature	Date
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Section F: Learning and Development

Need: agreed training or development need	Action: how this can be met, when and by whom?	Benefit: relevance to specific individual or HPC objective	Success criteria: What might constitute evidence that action has been effective?

Signatures: (indicating agreement with this plan)	
Signature	Date

Signature

Date

Confidential

**Section G: Six monthly review form
Summary of discussion**

[Empty box for summary of discussion]

Signatures (to indicate agreement)

Signature

Date

Signature

Date

Performance and Development Measurements for Council Members

Attendance at Council and Committee meetings as necessary

Attendance at HPC public relations events in order to promote HPC's views clearly and persuasively.

Participate in meetings effectively, grasp the detail of a wide range of business and contribute to objective decision-making by exercising sound judgement.

Support constructive collaboration, networking and consultation with key stakeholders.

Commitment to the seven principles of public life (attached)

Performance and Development Measurements for the President

Provide strong non-executive leadership, and encourage open and pro-active accountability.

Chair meetings effectively, grasp the detail of a wide range of business and contribute to objective decision-making by exercising sound judgement.

Develop and maintain constructive collaboration, networking and consultation with key stakeholders

Attendance at HPC public relations events as necessary in order to promote HPC's views clearly and persuasively

Monitor and develop Council Members' performance, providing support as necessary

Commitment to the seven principles of public life (attached)

THE SEVEN PRINCIPLES OF PUBLIC LIFE

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

Holders of public office should promote and support these principles by leadership and example.