

Health Professions Council
5 July 2007

**COUNCIL MEMBERS' PERFORMANCE
AND DEVELOPMENT REVIEW SYSTEM**

Executive Summary and Recommendations

Introduction

At its meeting on 14 December 2006 the Council agreed to pilot a new appraisal system to be undertaken by all members. The new system provides firstly, a mechanism for annual self appraisal, second, appraisal of the President, and finally an opportunity for members to discuss their experiences and views of the HPC with the President. To date all but two Council and alternate members have had either a face-to-face or a telephone meeting with the President. The attached table provides a summary of the themes which emerged from an analysis of the third element of the meetings - members' views and experiences. The President suggested that these be brought back to Council for consideration at the final Council meeting of 2006/07.

Individual requests for training will be followed up by the Secretariat over the next six months.

Decision

The Council is asked to discuss the document.

Background information

1. Minute 15.5 – 14 December 2007 Council Minutes

The Council agreed that the new competency based system should be piloted and should be evaluated to ensure its effectiveness. The results of the evaluation would be fed back to Council.

The evaluation referred to in the above minute is scheduled to take place at the September 2007 Council meeting and will include a fuller discussion of the new system and consideration of any revisions required for 2007/08.

2. Council Members' Self-Appraisal and Feedback Form – available on members' extranet

Resource implications

None

Financial implications

Included in 2007/8 budget

Appendices

Appendix 1

Date of paper

22 June 2007

Key Themes Extracted from Council Members' Appraisal Feedback Forms

2006/07

Theme	Feedback	Suggested Action
Training & Development	Risk Management, financial futures planning, looking at financial threats and risks	Secretariat will investigate provision of Finance and Risk Assessment training
	Legal training on the Health Professions Order 2001 provided by HPC's Parliamentary Agent was considered to be very useful in putting the legislation into context. Should be regular and mandatory.	Health Professions Order 2001 training will be provided ,as required, for new members by HPC's Parliamentary Agent, Jonathan Bracken. It is incorporated into the Secretariat workplan.
	Some members would like to shadow an Approvals Visit so that they can gain an insight into this aspect of the Education and Training Committee's work.	Members can shadow an Approvals visit and should liaise with Secretariat with regard to this. *nb please see footnote
	Observing a Fitness to Practise hearing was identified by members particularly of the fitness to practise committees as a useful way forward in helping them contextualise the issues which the ftp committees discuss	Members can observe a Fitness to Practise hearing and should liaise with Secretariat with regard to this.
	Updates on how other regulators work	 *nb please see footnote
	Training on how extended scope of practice may affect our registrants eg Allied Health Professional prescribing (AHP) and or workshops on the scopes of practice of any new registrant groups	 *nb please see footnote
	Visiting departments within HPC so to gain a better understanding of how departments work and what the current issues are	Members may on arrangement visit departments within HPC and should liaise with the Secretariat
	Training in professional ethics and its implications for regulation	 *nb please see footnote
<p><i>Council members may, with the written agreement of the CEO, attend up to six additional meetings a year.</i> <i>*nb see 5.10 Members Information Pack - 'Committee Procedures' Attendance at Meetings to Represent HPC'.</i></p>		

Theme	Feedback	Suggested Action
New Council Members' Experiences	<p>The induction was useful and provided the right amount of information, it was well executed and the content was helpful.</p> <p>Good support was given by the HPC team and felt they were made to feel welcome from the start</p>	
	New Information pack for members was found to be very helpful.	<p>Members Information Pack provided to all new members</p> <p>Members are encouraged to provide feedback on the Information Pack.</p>
	More debriefing after meetings when Council members begin their work with Council and Committees	<p>Secretariat will be arranging meetings between the new member of Council and the Chairmen of the Committees they are allocated to as well as the Executive lead so to provide a thorough update on the Committees work to date.</p>
	Some found the two day induction too intense, too much information at once	<p>Secretariat have split the two day induction into two separate parts following on from this feedback</p>

Theme	Feedback
Alternate Members Role	Some Alternate members commented that they felt disconnected from the issues which were being discussed by Council as they only attended Council meetings when the Registrant members were unable to attend.
	Some members felt that there was an ambivalence on the part of the Executive re: the value of Alternates. Alternate members felt that a clearer steer on when the changes were likely to happen post White Paper would be helpful to Alternates.
	Some Alternate members had no difficulty with their role and were happy with the contribution that they had made in this capacity.
Relationships between the Executive and the Council	Members commented that the organisation had made good progress in the last 12 months, relationships were on a better footing and operationally the organisation had made progress. There's still a need to allow more fluid debates at times.
	Organisational management is good and has helped the organisation develop. Papers are delivered on time and are of a good quality. The public face of HPC has improved and customer care has improved. Though improving, some Council members commented that more could be done to engage Council members fully. The Executive needs to value the opinions of Council members more that it currently does. Can feel like a clash of cultures - business and health.
	Praise was given by members to the CEO for his skills and expertise in managing the organisation as it has grown.

Theme	Feedback
Governance and Strategy	Members agreed that there was a need to strengthen the Council's strategic and monitoring role.
	All members were in agreement that the strategic workshops that Council had started to have were extremely useful in assisting members to think strategically and to move beyond the here and now. Strategy workshops helped Council members to prioritise issues surrounding the White Paper.
	A new format for Council meetings should be adopted which moves towards longer meetings split by business AM and strategy PM.
	More inclusive stance at meetings, eg Executive staff at the table, updates from regular visitors in public gallery
	A strategy workshop should be held at the start of the year to set the strategic focus and to review and consolidate strategic activities at the Council Away Day in October. Continue with 'future proofings' workshops.
	Council and Committee training on good committee practice and clear ground rules about decision making processes and ways of building mutual respect.
	Support for self-appraisal, feedback forms for Council Workshops.
	Public, Patient Involvement (PPI) strategy requires further work.
	The role of the Vice-President needs revisiting.

Theme	Feedback
Stakeholder Relationships	Relationships externally have improved and there was a perception of more shared understanding.
	More could be done by registrant members of Council - using local networks - to attend local groups and raise awareness of the HPC. This would help to reach those registrants who are not motivated by HPC but have misconceptions about the work HPC does.
	HPC should increase its engagement with employers and in particular with HR departments so to raise awareness of HPC's role. Also HPC needs to raise awareness with the independent professional associations.
	HPC continues to build closer relationships with the 4 home countries and with other agencies in discussing the future of regulation.
	HPC could do more to highlight its role as a benchmark of quality to registrants. HPC needs to view registrants as customers and sell the benefits of registration to them in more ways.

