

**Health Professions Council**  
**29 March 2007**

**NON-COUNCIL AND COMMITTEE MEMBERS' PERFORMANCE AND  
DEVELOPMENT REVIEW SYSTEM**

**Executive Summary and Recommendations**

**Introduction**

At the 14 December 2007 Council meeting Council agreed to the introduction of a new competency based self-appraisal system for Council members. The new system reflected that which is already in place for HPC partners.

The Secretariat has conducted a review of the performance and development review system for non-council committee members. It is proposed that this should be amended in line with the system now in place for Council members. However it is not proposed the Non-Council Committee members will undertake a 360 degree of the Chairman of the Committee.

**Decision**

The Council is asked to consider the revised performance and development review system for non-council committee members and agree the following;

- (i) any amendments to the competencies in the proposed system
- (ii) that non-council committee members should be appraised on an annual basis with an option for either a telephone or face-to-face meeting.
- (iii) that the revised system should be piloted and should be evaluated when Council undertakes an evaluation of the Council Members' Performance and Development Review System.

**Background information**

None

**Resource implications**

None

**Financial implications**

None

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-03-15	a	CNL	AGD	execsummaryncmsperformanceanddevelopmentreview	Draft DD: None	Public RD: None

## Appendices

None

## Date of paper

16 March 2007

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-03-15	a	CNL	AGD	execsummaryncmsperformanceanddevelopmentreview	Draft DD: None	Public RD: None

**Non- Council Committee Member Self Appraisal and Feedback Form  
Guidance Notes**

The following guidelines are designed to help you complete the Non-Council Committee Member self appraisal and feedback form. If you have any questions or need further support, please contact Sophie Butcher, Secretary to Committees on 020 7840 9785, or at [sophie.butcher@hpc-uk.org](mailto:sophie.butcher@hpc-uk.org)

Any suggestions of how this system could be improved are most welcome and should be directed to Sophie Butcher.

**Please note that all non-Council Committee members must complete the form.**

**Contents**

- The Role of the Council
- The Role of the Committee
- The Role of the Non-Council Committee Member
- Objectives of Members' Self Appraisal and Feedback System
- Competency Types
- Rating Scale
- Completion of the Form
- Review Meetings
- What happens next
- Confidentiality
- Failure to Agree
- Other important Information

## Non-Council Committee Member Performance Appraisal

### **The role of the Council**

The role of the Council is to:

- protect the health and well being of those using or needing the services of registrants;
- ensure that the organisation discharges its functions under the Health Professions Order;
- set, review, and update if necessary the strategic intent, and guiding principles;
- encourage open accountability to the public and the professions;
- appoint a Chief Executive and Registrar;
- undertake strategic planning, policy making and development;
- approve the HPC budget;
- ensure and monitor financial probity;
- delegate any functions, as it sees fit, to its committees or the Executive; and
- review how the HPC Executive are carrying out the Council's policy, and measure this against the policies and strategic intent.

The Role of the Committee

Insert as appropriate

### **The role of a Non-Council Committee member**

The role of a Non-Council Committee member is to:

#### **Main Responsibilities**

To attend relevant Committee meetings as set out in the calendar of meetings and additional meetings as agreed by the Committee.

To make sure that decisions are taken objectively, and that they are not influenced by public opinion, emotion or external persuasion.

To make sure that deliberations and subsequent judgements being made are consistent and without bias or favour.

To present and discuss decisions as required, making sure that reasoning and complex issues are clearly explained.

To contribute to any area of future development that will enhance the work of the Committee.

## Non-Council Committee Member Performance Appraisal

To take part in induction, training and performance review in order to improve the operation, decision-making and credibility of the Committee.

### **Objectives of Non-Council Committee Members' Self Appraisal and Feedback System**

The objectives of the Non-Council Committee Member Performance Appraisal will be to:

- Acknowledge positive contribution to the work of the Committee
- Encourage and appraise personal and professional development
- Create clear expectations
- Maintain best practice
- Identify areas for improvement in HPC's training and processes

## Non-Council Committee Member Performance Appraisal

### Member Competencies

All Non Council Committee Members will be evaluated on the same criteria, set out as 'Competency Types'. These competencies are derived from the Non-Council Committee Member role brief and the standards of education and training which HPC has agreed for members.

The competencies against which all Non-Council Committee Members will be assessed are:

### Competency Types

- Preparation for, and attendance at, Committee meetings
- Effective participation at Committee meetings
- Understanding of the detail of a wide range of business
- Contribution to decision-making by exercising sound judgement
- Contribution to strategy and risk management
- Success in bringing own expertise to bear upon issues
- Ability to build constructive relationships
- Ability to debate cogently and is not resistant to change
- Knowledge of key legislation governing the HPC
- Performance against standards of education and training for Council and committee members as agreed by Council on 7 December 2004 (see attached)
- Commitment to the seven principles of public life
- Ability to hold to account and to challenge constructively

### The Rating Scale

Members are asked to rate themselves on each competency. Please allocate only one mark for each statement. If you feel that you cannot provide a mark in respect of a particular competency, please indicate in the space provided for summary of discussions.

# Non-Council Committee Member Performance Appraisal

## **Completion of the form**

Between February and April of each year members should undertake a performance review.

The Secretary to Committees will distribute the self-appraisal and feedback forms to all Non-Council Committee members with a deadline for completion. Members will have at least three weeks to complete the form. Members will complete the self-appraisal form each year.

The form should be returned to the Secretary to Committees for onward transmission to the Committee Chairman.

## **Review Meetings**

Non-Council Committee members will have a performance and development review with the President on an annual basis. Members will have the option of carrying out their review with the Chairman by telephone rather than face to face at a meeting.

## **What Happens Next**

Following completion of the process the training and development needs identified in the forms will be collated by the Secretary to Committees and analysed by the Secretary to Council, the Chairman and the President. Consideration will be given to the feedback contained in the forms when agreeing future training programmes.

## **Confidentiality**

All HPC Employees and members are required to keep details of any performance appraisal in which they participate confidential. All paperwork relating to performance appraisals will be kept on the member's respective file, all of which are maintained in a secure environment.

## Non-Council Committee Member Performance Appraisal

### **Failure to Agree**

In the event that a member does not agree with the feedback received from the performance and development review or if they feel they have been treated unfairly, they may submit their comments in writing to the Secretary to Committees, who will ensure that these comments are placed on the Council member's file with a copy of the appraisal form.

In exceptional circumstances, and at the request of the member, a further appraisal meeting can be arranged with the President. A request for a further meeting must be submitted in writing to the Secretary to Committees. The Secretary to Committees will pass on the request and any other relevant background to the President and if no agreement can be reached a meeting will be organised with the President. If the President finds that the appraisal has not been delivered fairly and does not, therefore, truly reflect the member's performance the details of the original appraisal will be removed and replaced on the member's file with a record of the subsequent meeting.

### **Other Important Information**

All participants must guard against unfair discrimination on any grounds (including sexual orientation, religion or beliefs, race, sex or disability). Members will be assessed only on their ability to perform their role.

*March 2007*





## Non-Council Committee Member Self-Assessment Form 2006/7

Name of Member:	
Date of review:	

<b>Competencies</b>	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Average</b>	<b>4 Good</b>	<b>5 Very Good</b>
<b>Preparation for, and attendance at, Committee meetings</b>					
<b>Effective participation at Committee meetings</b>					
<b>Understanding of the detail of a wide range of business</b>					
<b>Contribution to decision-making by exercising sound judgement</b>					
<b>Contribution to strategy and risk management</b>					
<b>Success in bringing own expertise to bear upon issues</b>					
<b>Ability to build constructive relationships</b>					
<b>Ability to debate cogently and is not resistant to change</b>					
<b>Knowledge of key legislation governing the HPC</b>					

<b><u>Competencies</u></b>	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Average</b>	<b>4 Good</b>	<b>5 Very Good</b>
<b>Performance against standards of education and training for Council and committee members as agreed by Council on 7 December 2004</b>					
<b>Commitment to the seven principles of public life</b>					
<b>Ability to hold to account and to challenge constructively</b>					

*March 2007*

DRAFT

**Learning and Development  
Training in the preceding year**

Please indicate how useful you found the training in the section provided below.

**Title of training (please list)**

**Rating  
(1 is low / 5 is high- please circle)**

	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5

Please list any training which you would like to be provided with in the forthcoming year and detail why you feel it would be of interest and of relevance to your role as a Committee member:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Summary of discussions:**

Empty box for summary of discussions.

**SIGNATURES:**

Member:..... Date:.....

**(I acknowledge that this form has been discussed with me and I have seen this form)**

Chairman:..... Date:.....

**(I acknowledge that I have discussed this form with the relevant non-council committee member and I have seen this form)**

## Appendix

### 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 interest.

#### Leadership

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

## Non-Council Committee Members' – Performance Review Feedback Form

We would like to know your views on the new draft format for performance review.

1. How easy was the form to complete?
2. Did you find the ratings scale easy to follow?
3. In your opinion were all the competencies/questions relevant?
4. Were there any other competencies/questions you would like to have seen included?
5. Do you think that this is an appropriate way of measuring your performance?
6. Do you have any comments regarding the general layout of the form?
7. Any other comments?



Many thanks for taking the time to complete this form.