

**Health Professions Council
Finance and Resources Committee 26 July 2007**

COMMITTEE SELF EVALUATION

Executive Summary and Recommendations

Introduction

On 29 March 2007, the Council agreed the text of the Committee self-evaluation document. The Council also agreed that the use of the form should be piloted at all committee meetings and that feedback on the process and any necessary amendments to the form should be considered at the Council away day in October 2007.

At its meeting on 21 June, the Committee agreed that members should be asked to complete the self evaluation form individually and that an analysis of the responses should be considered at the meeting on 26 July.

Decision

The Committee is requested to:

- (1) discuss the responses received and
- (2) agree feedback to the Council Awayday on the self-evaluation process and the form.

Background information

Please see enclosure 16 (paper HPC 16/07) for the Council on 29 March 2007. The enclosure is available on the HPC website at the following link:

http://www.hpc-uk.org/assets/documents/10001A42council_meeting_20070329_enclosure16.pdf

Resource implications

None.

Financial implications

None.

Appendices

Committee Self-Evaluation: Finance and Resources Committee.

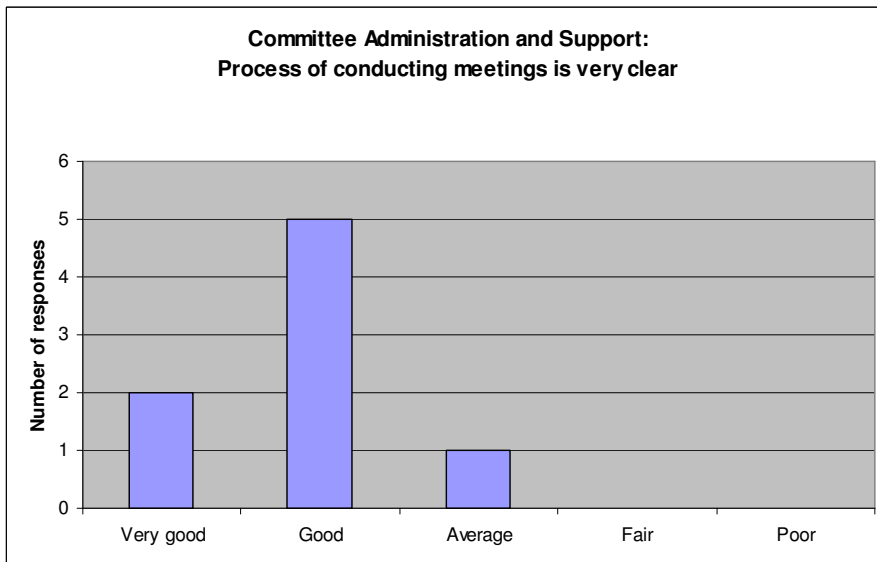
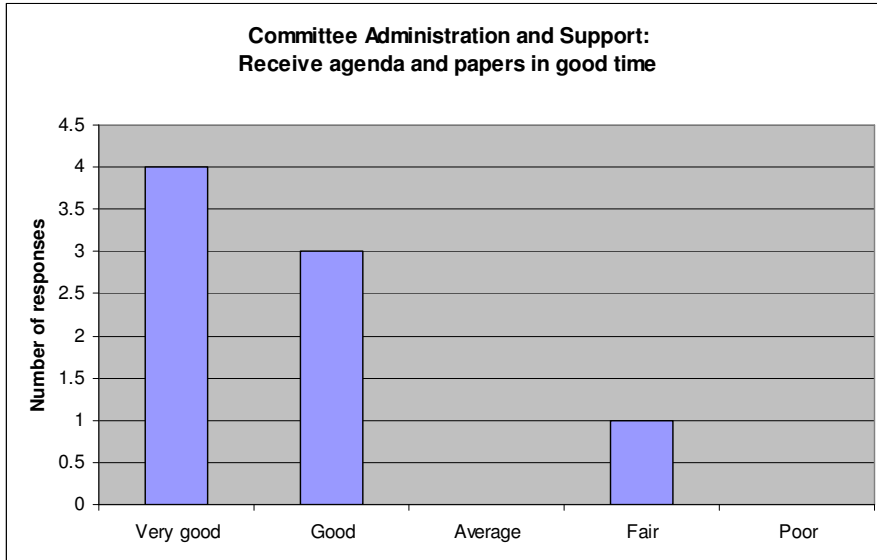
Date of paper

16 July 2007.

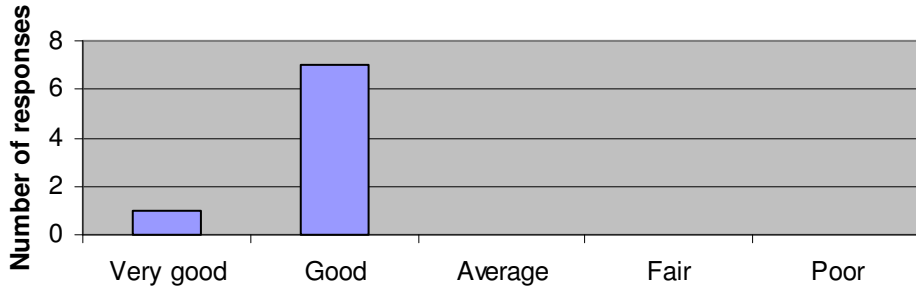
Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-06-28	a	F&R	PPR	Executive summary Committee self evaluation Finance and Resources Committee 26 July 2007	Final DD: None	Public RD: None

Committee Self-Evaluation: Finance and Resources Committee

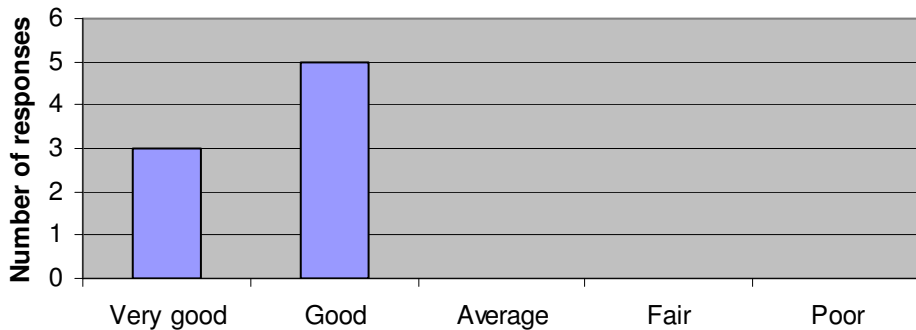
The charts below indicate the responses on forms received from Committee members. Forms were received from eight members.



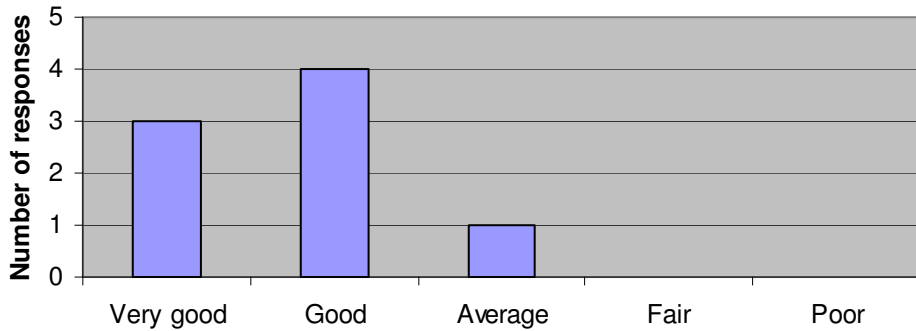
**Committee Administration and Support:
Understand written information I am given by
employees**



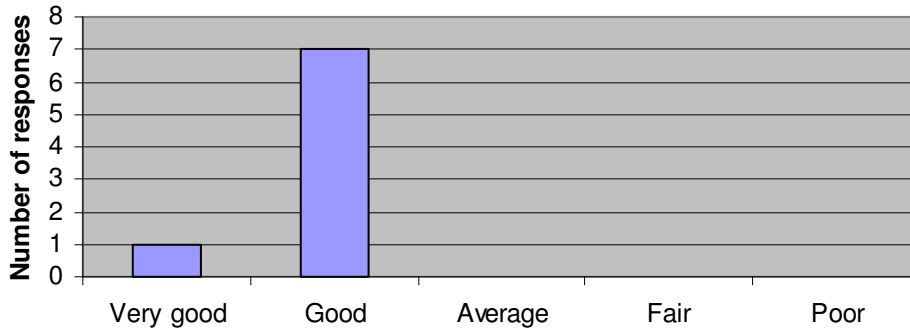
**Committee Membership: I know and understand
responsibilities of being committee member**



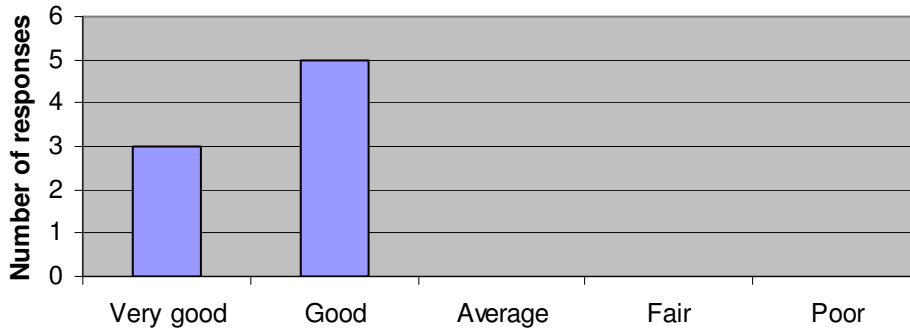
**Committee Membership: I know and understand
my role on the Committee**



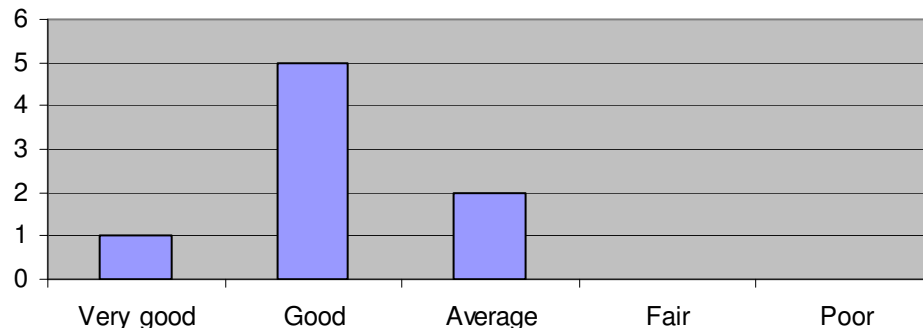
Committee Membership: I am clear about the objectives of the Committee



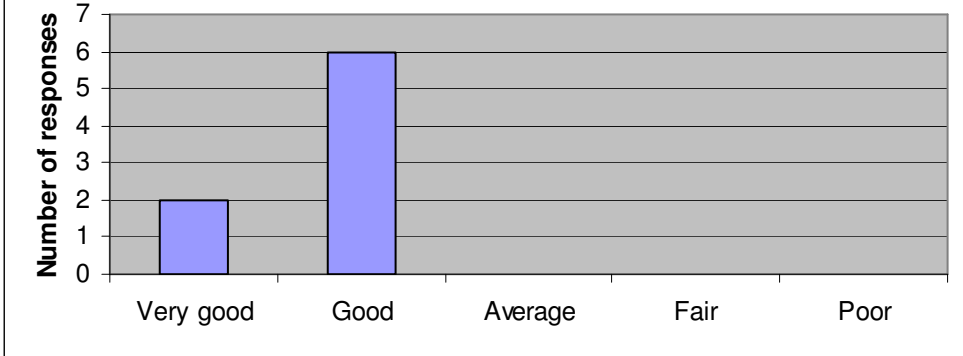
Committee Membership: I feel able to contribute in meetings



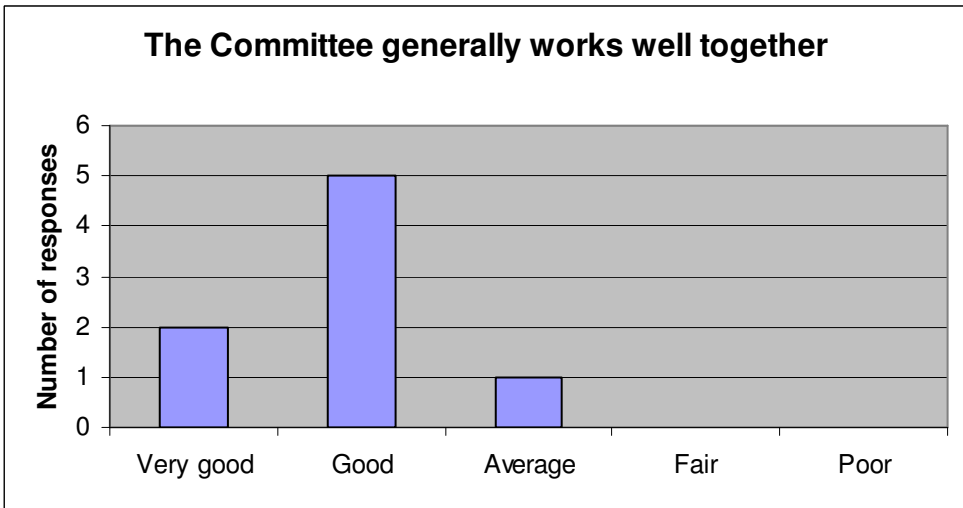
Committee: The Committee receives the appropriate information to undertake its role



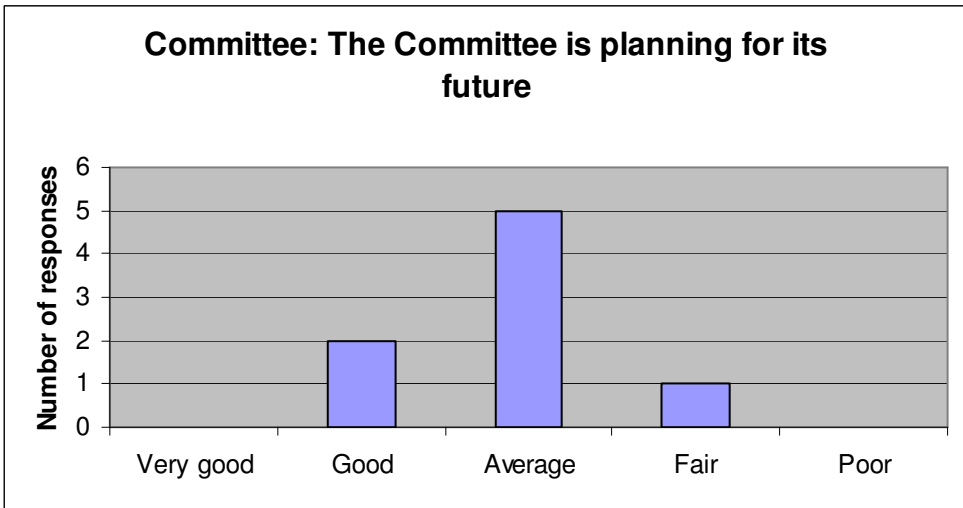
Committee: The Committee has clearly written policies and procedures for how it runs



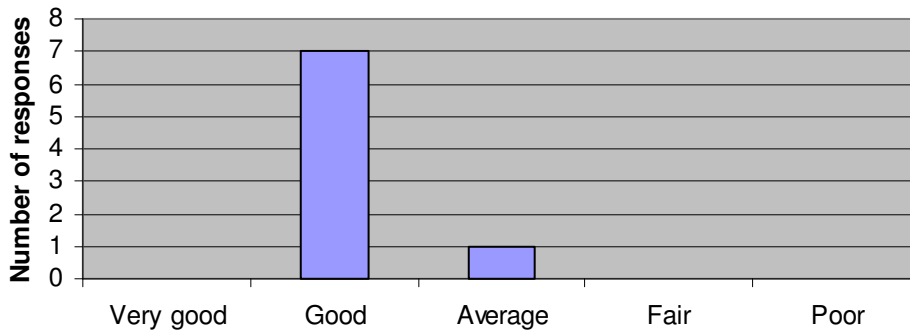
The Committee generally works well together



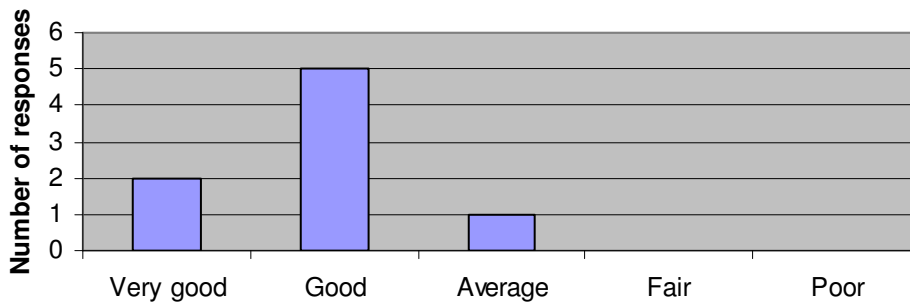
Committee: The Committee is planning for its future



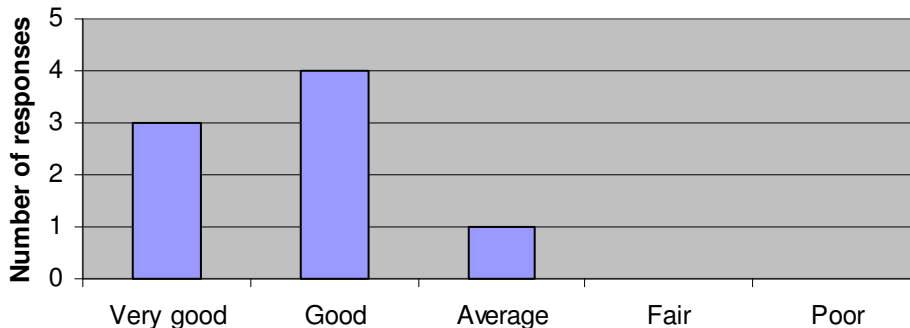
Committee: The committee's size and structure is appropriate

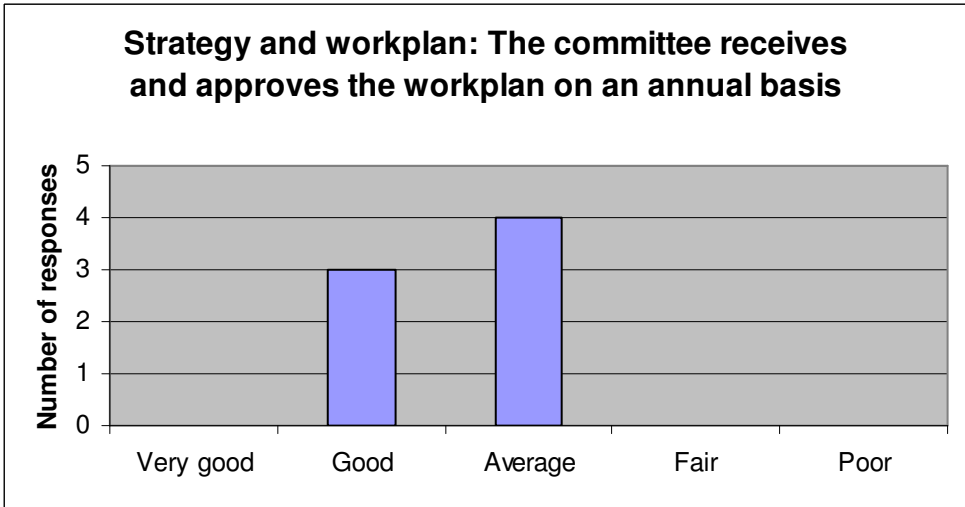
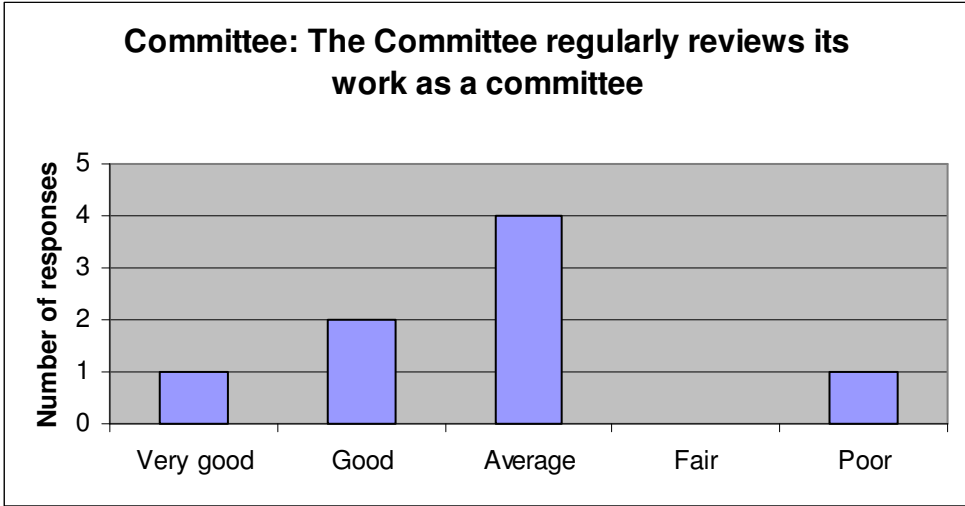


Committee: The committee currently contains a sufficient range of expertise to carry out its duties effectively

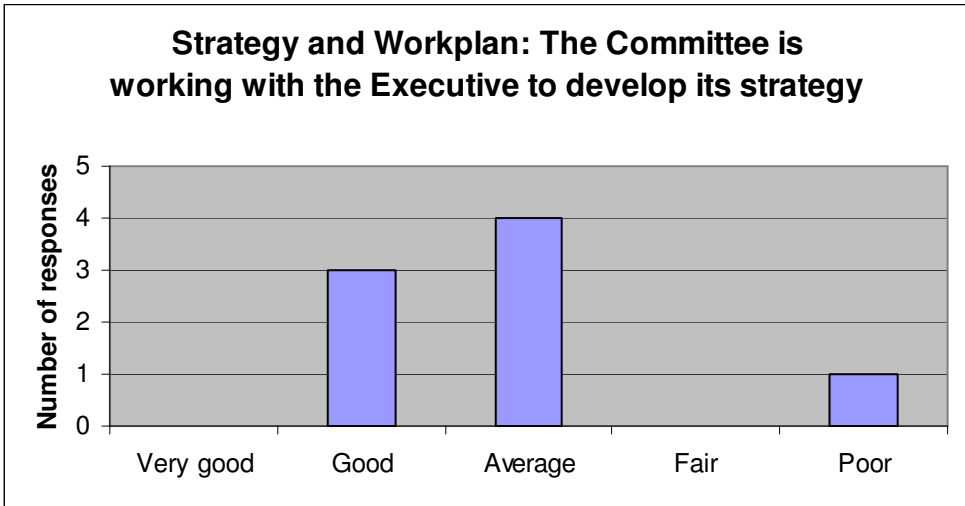


Committee: The Committee has a diverse range of members

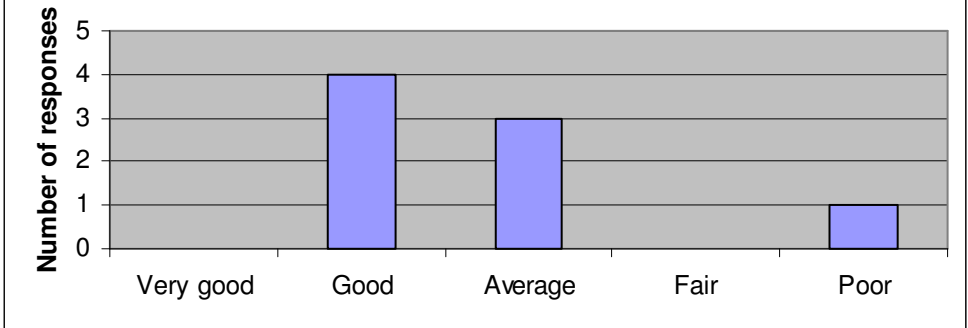




One member did not answer this question as they felt they had not been on the committee long enough.



Strategy and Workplan: The Committee makes policy related decisions that then guide the way that employees carry out operational duties



Comments made on individual questions

Committee administration and support: Receive agenda and papers in good time

Seven members did not comment.

One member commented:

"Do not like long finance papers being tabled, e.g. Management Accounts 21 June 07."

Committee administration and support: Process of conducting meetings is very clear

Seven members did not comment.

One member commented:

"Sometimes control drifts - this is clear, obviously, but not ideal."

Committee membership: I am clear about the objectives of the Committee

Seven members did not comment.

One member commented:

"It may be helpful to circulate the terms of reference of the committee with each of the agenda and papers for each meeting."

Secretary's note: The standing orders, which include the terms of reference, are a paper to note on the agenda for 21 June 2007. The standing orders are sent to new members of the committee by the Secretary and are also on the HPC website at:

<http://www.hpc-uk.org/aboutus/committees/financeandresources/>

Committee: The Committee receives the appropriate information to undertake its role

Four members did not comment.

Four members commented:

Member 1: "See above re committee terms of reference. Further the information provided to the committee, eg re: pensions, is sometimes erratic, not always clear, and can be angled towards a particular outcome and as such is not wholly objective."

Member 2: "Sometimes its needed a little prompting."

Member 3: "For the most part, however there are times when papers come late, it is difficult to discharge one's duty fully as 'thinking time' is insufficient."

Member 4: "The committee gets lots of really good information, but occasionally important bits of information of critical relevance to a decision, usually a contentious one, is missing eg on pensions, and at pay review the legal advice. This leads to delay, arouses unnecessary suspicion, and makes decision making more difficult."

Committee: The Committee has clearly written policies and procedures for how it runs

Six members did not comment.

Two members commented:

"Assume this means standing orders."

"I would appreciate a copy."

Secretary's note: Please see the standing orders, which are included in a separate paper for this meeting and also available on the Council website.

Committee: The Committee is planning for its future

Five members did not comment.

Three members commented:

"I am not aware that the committee is planning for its future."

"I believe strategic time is very often the poor relation, as the business end of the meetings takes precedence."

"I think it would be useful to spend a bit more time on the future agendas and work planning of the committee. Happy with forward planning for council."

Committee: The Committee's size and structure is appropriate

Seven members did not comment.

One member commented "Perhaps could be a little smaller."

Committee: The Committee currently contains a sufficient range of expertise to carry out its duties effectively.

Seven members did not comment.

One member commented "Not fully aware. At times some members could contribute a little more."

Committee: The Committee has a diverse range of members

Seven members did not comment.

One member rated this aspect "Average" and also stated "Cannot comment."

Committee: The Committee regularly reviews its work as a committee

Five members did not comment.

Three members commented:

"Not as far as I am aware but I am relatively new."

"In effect it does, however I do not think it does in practice, as we do not meet out with the business meetings. This means that matters arising takes up the slack. I think linked to 11 [planning for its future], we should have a dedicated strategic meeting/review possibly twice a year."

"Not sure if we review our work as a committee and learn all the lessons we could about how we have dealt with issues in the past and better ways of doing so."

Strategy and workplan: The Committee receives and approves the workplan on an annual basis

Six members did not comment.

Two members commented:

"If this refers to the staff workplan, yes. If this refers to the committee's workplan, no."

"Happy that we approve the HPC workplan, but I don't know if we ever approve a committee work plan - see 11 [planning for its future] above."

Strategy and workplan: The Committee is working with the Executive to develop its strategy

Five members did not comment.

Three members commented:

"I am so far not really aware that this happens."

"I think again in effect it does, however I think we as a committee need to spend more time with the executive members to discuss implementation and strategy in broader terms."

"Again, not sure if we have a committee strategy, although happy that we have overview of impact of HPC strategy."

Strategy and workplan: The Committee makes policy related decisions that then guide the way that employees carry out operational duties

Six members did not comment.

Two members commented:

"We debate and offer decisions based on the information tabled. We would benefit from some discussions on a less formal basis to grow relationships and create ownership of thinking as a complete team, and not executive and committee as I feel sometimes happens."

"But sometimes policy only gets decided when a decision needs to be taken on an operational issue."

Suggestions for areas to be tackled

Members were also asked:

"Please suggest five areas that you think that you should tackle to improve the way that you work as a committee over the next year."

The responses, which are quoted below, have been grouped as far as possible under the subject headings used on the questionnaire.

Committee Administration and Support

Receiving the agenda and papers in good time

- Get detailed papers before the start of the meeting - I arrive early so I can read tabled papers, but not everyone can do this.
- Please ensure papers, particularly standard ones such as the management accounts are in the papers and not tabled as today [21 June 2007].

The process of conducting meetings

- Would wish to get more direction from the chair, better summing up and where necessary proposals coming from the chair, not requested from the member.
- Would like to see discussion time-limited.
- Seek reassurance that committee has all relevant information before making a decision.
- On occasions it may be helpful for some part of committee meetings to be held with just the committee members if this is technically allowable.

Secretary's note: The standing orders provide that the Registrar shall be entitled to attend and speak at meetings of the committee (standing order 45). They also provide that the Secretary, or any other person advising on the business, may attend and, with the consent of the Chairman, speak at the meeting (standing order 46).

In addition, if part of a meeting was held without employees present, it is unclear how the proceedings would be formally recorded and reported to any Committee members who were absent, or, ultimately, to the Council.

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Executive summary Committee self
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Status
Final
DD: None

Int. Aud.
Public
RD: None

Understanding the written information I am given by HPC employees

- Continuous evaluation of papers in respect of: action required of committee; relevant supporting information.
- Reporting should be by exception in order to reduce the amount of information to be assimilated by committee members and produced by staff. This can be done through the use of scorecards which enable a clear focus on the key issues to be maintained by staff and the committee.
- Specific training in areas of the committee's expertise.
- Committee papers should be reviewed by the chair prior to dispatch to ensure that they contain the information required, do not contain unnecessary information, and deal with matters requested by the committee.

Secretary's note: It is unclear if this would be practicable for all the papers which are included on the agenda. For meetings since June 2006 inclusive, there have, on average, been 20 enclosures at each meeting of the Finance and Resources Committee. It is unclear if the Chairman (or the Vice-Chairman in the Chairman's absence) would be available and have the time to check papers before each meeting. Depending on their prior knowledge of a subject, individual members may have different views on what information is necessary.

Committee Membership

Ability to contribute in meetings

- Timing of contribution - personal.
- Clarity of contribution - personal.

Strategy and Workplan

Approving the workplan on an annual basis

- Discuss future work for committee prior to the start of the year to help prioritize and plan.

Working with the Executive to develop its strategy

- Time should be specifically set aside for guidance to the execs re the development of financial strategy and its objectives. The strategies and policies so developed would then be reviewed and approved by the committee.

- Reporting to the committee should be against the strategic objectives set, as above. Processes should be designed to provide the relevant measurement.
- Regular timetabled reviews of all the policy documents and review and update over say a 2-3 year rolling basis.
- Executive, Committee Strategic sessions.
- Each Committee member spending a day as a member of the executive team.

Comments about the self-evaluation form

- Have a better evaluation form, which distinguishes between individual evaluation and that of the Committee as an entity in itself.

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