

**Health Professions Council  
Audit Committee 26 June 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.

With the Chairman's agreement, the form was e-mailed to members on 31 May 2007 for completion and return to the Secretary to the Committee. Copies of completed forms which have been received are attached as an appendix to the paper.

This process is separate from the Committee's annual review of its effectiveness, which is scheduled for each September meeting of the Committee.

**Decision**

The Committee is asked to:

- (1) discuss the comments on the self-evaluation forms and
- (2) agree collective feedback to the Council away day 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](http://www.hpc-uk.org/assets/documents/10001A42council_meeting_20070329_enclosure16.pdf)

**Resource implications**

None.

**Financial implications**

None.

**Appendices**

Self-evaluation forms completed by committee members.

**Date of paper**

13 June 2007.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-06-13	a	ADT	PPR	Executive Summary Committee Self Evaluation Audit Committee 26 June 2007	Final DD: None	Public RD: None

**Pilot - Annual Self-Evaluation for HPC Committees - Tony Hazell**

		Very Good (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
	<b>Committee Administration and Support</b>						
1.	I receive the agenda and any related papers in good time before the meeting	5					
2.	The process of conducting meetings is very clear to me	5					
3.	I understand the written information that I am given by HPC employees		4				
	<b>Committee Membership</b>						
4.	I know and understand the responsibilities of being a committee member	5					
5.	I know and understand my role on the Committee	5					
6.	I am clear about the objectives of the Committee	5					
7.	I feel able to contribute in meetings	5					

	<b>Committee</b>						
8.	The Committee receives the appropriate information to undertake its role		4				
9.	The Committee has clearly written policies and procedures for how it runs		4				
10.	The Committee generally works well together		4				
11.	The Committee is planning for its future		4				
12.	The Committee's size and structure is appropriate	5					
13.	The Committee currently contains a sufficient range of expertise to carry out its duties effectively	5					
14.	The Committee has a diverse range of members.		4				
15.	The Committee regularly reviews its work as a committee			3			
	<b>Strategy and Workplan</b>						
16.	The Committee receives and approves the workplan on an annual basis.		4				
17.	The Committee is working with the Executive to develop its strategy		4				
18.	The Committee makes policy related decisions that then guide the way that the employees carry out operational duties		4				

### **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***

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2006-10-02	b	CER	DCB	Annual self-evaluation committee form	Draft DD: None	Internal RD: None

- 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

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**RLK – 01/06/07**

**AUDIT COMMITTEE**

**Pilot - Annual Self-Evaluation for HPC Committees - Richard Kennett**

		Very Good (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
	<b>Committee Administration and Support</b>						
1.	I receive the agenda and any related papers in good time before the meeting	X					
2.	The process of conducting meetings is very clear to me	X					
3.	I understand the written information that I am given by HPC employees	X					
	<b>Committee Membership</b>						
4.	I know and understand the responsibilities of being a committee member	X					
5.	I know and understand my role on the Committee	X					
6.	I am clear about the objectives of the Committee	X					
7.	I feel able to contribute in meetings	X					

	<b>Committee</b>						
8.	The Committee receives the appropriate information to undertake its role	X					
9.	The Committee has clearly written policies and procedures for how it runs	X					
10.	The Committee generally works well together	X					
11.	The Committee is planning for its future	X					
12.	The Committee's size and structure is appropriate	X					
13.	The Committee currently contains a sufficient range of expertise to carry out its duties effectively	X					Supplemented by annual training.
14.	The Committee has a diverse range of members.	X					
15.	The Committee regularly reviews its work as a committee	X					
	<b>Strategy and Workplan</b>						
16.	The Committee receives and approves the workplan on an annual basis.	X					
17.	The Committee is working with the Executive to develop its strategy	N/A					The question is ambiguous – “its” could refer to either the Committee or the Executive. Please refer to the Standing Orders of the Audit Committee – whilst there is of course a line of communication together with full cooperation and a good working relationship with the Executive, the Committee is a sub-Committee of Council and advises Council, not the Executive.

18.	The Committee makes policy related decisions that then guide the way that the employees carry out operational duties	N/A					As above, the Audit Committee advises Council and does not make policies on Council's behalf.
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*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	I think the Committee works well in terms of team-work, leadership, work plans and effectiveness. "If it ain't broke don't mend it" comes to mind.
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<b>Date</b>	<b>Ver.</b>	<b>Dept/Cmte</b>	<b>Doc Type</b>	<b>Title</b>	<b>Status</b>	<b>Int. Aud.</b>
2006-10-02	b	CER	DCB	Annual self-evaluation committee form	Draft DD: None	Internal RD: None

**Pilot - Annual Self-Evaluation for HPC Committees - Carol Lloyd**

		Very Good (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
	<b>Committee Administration and Support</b>						
1.	I receive the agenda and any related papers in good time before the meeting						Yes
2.	The process of conducting meetings is very clear to me						Yes
3.	I understand the written information that I am given by HPC employees						Mostly
	<b>Committee Membership</b>						
4.	I know and understand the responsibilities of being a committee member						Yes
5.	I know and understand my role on the Committee						Yes
6.	I am clear about the objectives of the Committee						Yes
7.	I feel able to contribute in meetings						Yes

	<b>Committee</b>						
8.	The Committee receives the appropriate information to undertake its role						Mostly
9.	The Committee has clearly written policies and procedures for how it runs						Yes
10.	The Committee generally works well together						Yes
11.	The Committee is planning for its future						Yes
12.	The Committee's size and structure is appropriate						Yes
13.	The Committee currently contains a sufficient range of expertise to carry out its duties effectively						Yes
14.	The Committee has a diverse range of members.						Yes
15.	The Committee regularly reviews its work as a committee						Yes
	<b>Strategy and Workplan</b>						
16.	The Committee receives and approves the workplan on an annual basis.						Yes
17.	The Committee is working with the Executive to develop its strategy						Yes
18.	The Committee makes policy related decisions that then guide the way that the employees carry out operational duties						Yes

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How the annual self-evaluation form should be used:

- Tick the boxes that you feel best represent what you think
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***It is difficult to rate the statements – needs to be YES;SOMETIMES:NO – and comments.***

***Agreed at 29 March 2007 Council Meeting***

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**Pilot - Annual Self-Evaluation for HPC Committees - Graham Smith**

		Very Good (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
	<b>Committee Administration and Support</b>		X				
1.	I receive the agenda and any related papers in good time before the meeting		X				
2.	The process of conducting meetings is very clear to me		X				
3.	I understand the written information that I am given by HPC employees	X					
	<b>Committee Membership</b>						
4.	I know and understand the responsibilities of being a committee member		X				
5.	I know and understand my role on the Committee		X				
6.	I am clear about the objectives of the Committee		X				
7.	I feel able to contribute in meetings		X				

	<b>Committee</b>						
8.	The Committee receives the appropriate information to undertake its role		X				
9.	The Committee has clearly written policies and procedures for how it runs	X					
10.	The Committee generally works well together			X			I can only comment on the limited experience that I have from one (1) meeting
11.	The Committee is planning for its future		X				
12.	The Committee's size and structure is appropriate			X			I can only comment on the limited experience that I have from one (1) meeting
13.	The Committee currently contains a sufficient range of expertise to carry out its duties effectively			X			I can only comment on the limited experience that I have from one (1) meeting
14.	The Committee has a diverse range of members.			X			I can only comment on the limited experience that I have from one (1) meeting
15.	The Committee regularly reviews its work as a committee		X				
	<b>Strategy and Workplan</b>						
16.	The Committee receives and approves the workplan on an annual basis.						
17.	The Committee is working with the Executive to develop its strategy		X				
18.	The Committee makes policy related decisions that then guide the way that the employees carry out operational duties		X				



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I find this difficult to do, at this time, owing to the fact that I have only attended one (1) Audit Committee meeting , to date. This will be much easier at the next annual review.

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