

Health Professions Council

14 December 2006

REVIEW OF COUNCIL PERFORMANCE AND DEVELOPMENT REVIEW SYSTEM

Executive Summary and Recommendations

Introduction

The Health Professions Council currently operates 3 separate systems for performance and development review of employees, partners and Council members.

1. **HPC employees** undertake an annual performance and development review each year. Employees and managers agree objectives for the year. At the end of the year managers review the employee's performance against the agreed objectives. A review meeting is a part of this process.

2. **Partners** appraise their own performance at one event. Performance is appraised against agreed criteria or 'competency types' for the partner role being undertaken. The partner is also appraised by a fellow partner who took part in the same event. Any necessary follow up is undertaken by the partner manager either in the form of telephone feedback or, if necessary, in the form of an appraisal follow-up meeting.

3. **Council members** complete a performance and development review form which involves reviewing past performance and identifying future training and development needs through self appraisal and a meeting with the President each year¹. The President feeds back comments and suggestions regarding training and development needs to the Executive.

Review

Following discussion at Council meetings it had been agreed that a review of the current system should be undertaken by Council. One of the challenges is finding a system that is fit for purpose for all Council members. Many systems for Board members use competency based approaches and therefore we propose that the Council considers such a system for its own use.

¹ Feedback on the performance of lay members who are at the end of their current term of office is undertaken by the President and is fed back to the Appointments Commission. This process is separate to the annual performance and development review process

			2006-11-30	a	CNL	AGD
Councilperformancereviewexecutivesummary	Draft DD: None	Public RD: None				

Date Ver. Dept/Cmte Doc Type Title Status Int. Aud.

Council members will have a performance and development review meeting with the President in each of their first two years of appointment. Thereafter members will either have a review meeting or a review telephone conversation with the President either at their own request or at the request of the President.

Appraisal of the President.

The system includes a section to be completed in relation to the performance of the President.

Decision

The Council is asked to consider the revised performance and development review system and agree the following;

- (i) any amendments to the competencies in the proposed system
- (ii) Council members should have a performance and development review meeting with the President in each of their first two years of appointment. Thereafter members will have a review meeting or a review telephone conversation with the President either at their own request or at the request of the President.

Background information

The current performance and development review system for Council members was introduced in December 2002 following consideration and agreement by Council. The system was initially run as a pilot and was reviewed in July 2004. The current form and relevant information is available on Council members' extranet.

Resource implications

Secretariat staff time in arranging review meetings.

Financial implications

Cost of review meetings, attendance allowance, travel and subsistence. Currently this is a cost of £300 per member attendance allowance and an average cost of £308 per member travel and subsistence.

Appendices

Appendix One – Council Members' Self Appraisal and Feedback proforma and Guidance Notes

Date of paper

29 November 2006

			2006-11-30	a	CNL	AGD
Council performance review executives summary	Draft DD: None	Public RD: None				

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Councilperformancereviewexecutivesummary	Draft DD: None	Public RD: None				



Appendix 1

Health Professions Council Self-Assessment Form 2006/7

Name of Council Member	
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Date

<u>Competencies</u>	1 Poor	2 Fair	3 Average	4 Good	5 Very Good
Preparation for, and attendance at, Council meetings					
Effective participation at Council meetings					
Understand the detail of a wide range of business					
Contribute to decision-making by exercising sound judgement					
Success in bringing own expertise to bear upon issues					
Ability to debate cogently and is not resistant to change					
Ability to build constructive relationships					
Contribution to strategy and risk management					
Willingness to devote time and effort to the organisation					
Attendance and contribution at HPC public listening events and meetings with stakeholders					
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					
Commitment to the seven principles of public life					

<u>Competencies for the President</u>	1 Poor	2 Fair	3 Average	4 Good	5 Very Good
Ability to convey a clear vision of HPC and communicate that vision to a wide range of audiences					
Effectiveness in setting a clear strategic direction for the HPC					
Effectiveness in chairing Council meetings					
Ability to work closely with the Chief Executive and the Senior Management Team building positive working relationships in constructive and consultative environment					
Effectiveness in developing Council and individual Council member's capacity and capability					

**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

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 Council/Committee member.

Summary of discussions:

SIGNATURES:

Council member:..... Date:.....

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

President:..... Date:.....

(I acknowledge that I have discussed this form with the relevant Council 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.