

Health Committee 5 February 2008

Health Committee – Self-evaluation

Executive summary and recommendations

Introduction

At its meeting on 12 September 2007 the Committee agreed that members should complete the Committee self-evaluation form individually and return it to the Secretariat for analysis and collation.

The attached paper contains the results of the evaluation.

### **Decision**

The Council is requested to discuss the paper.

### **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**

Appendix 1: Committee self evaluation results

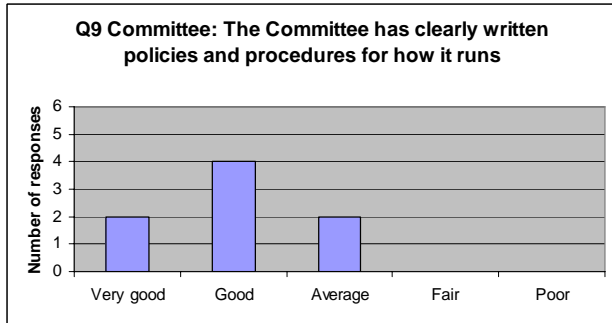
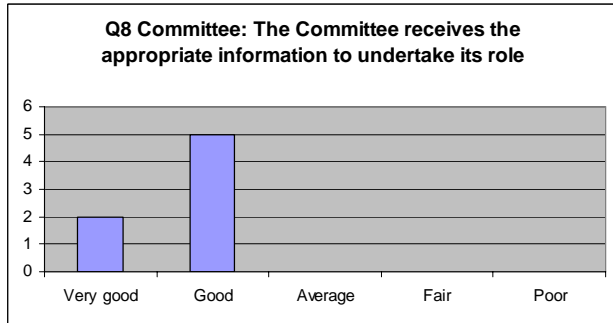
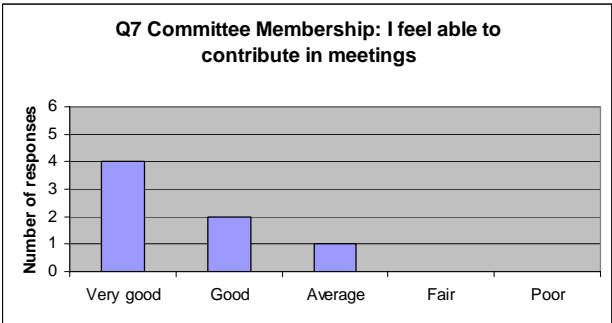
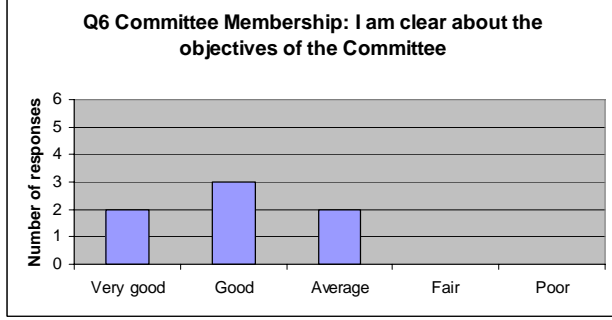
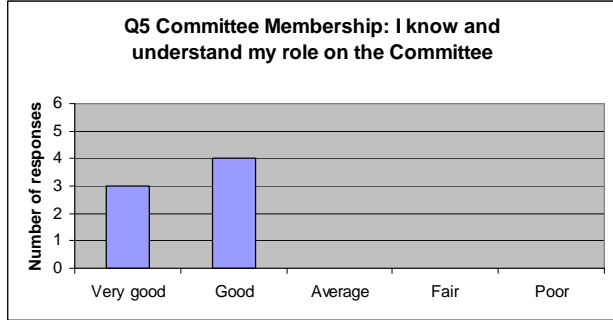
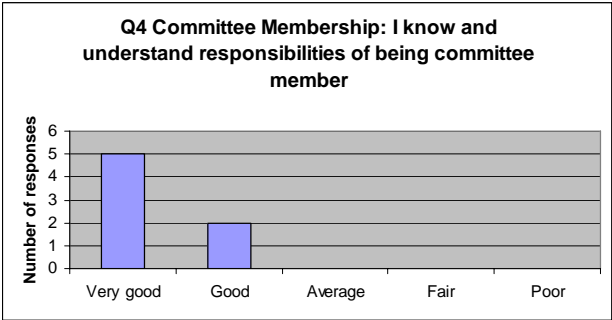
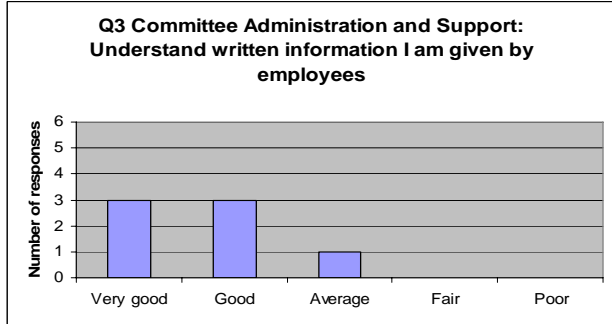
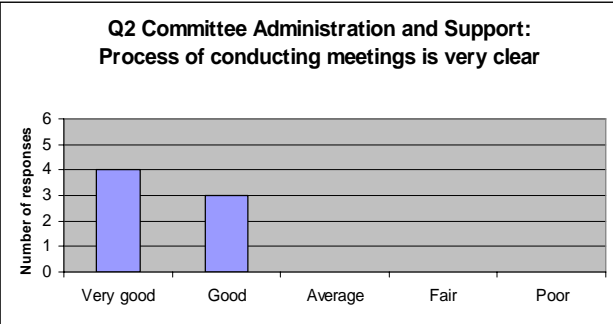
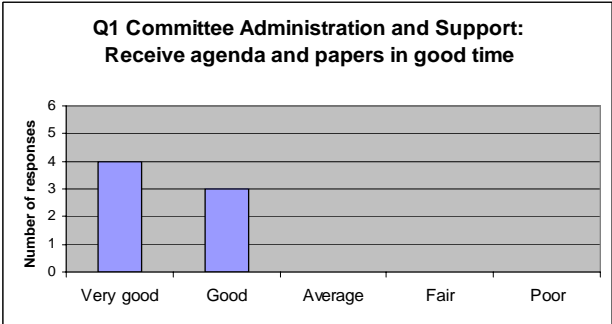
### **Date of paper**

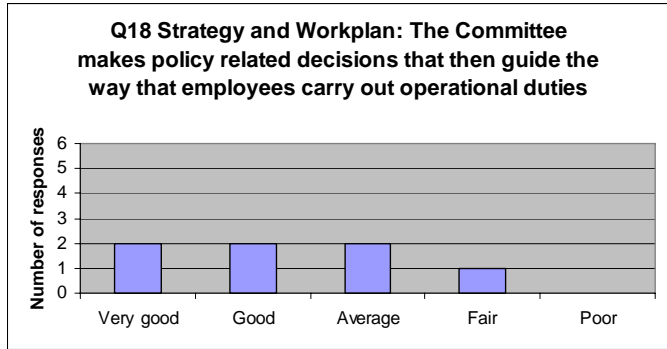
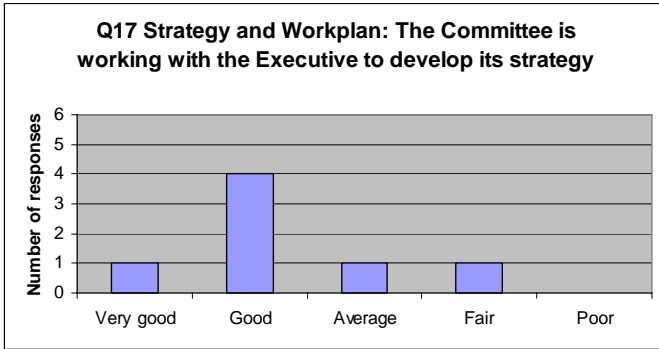
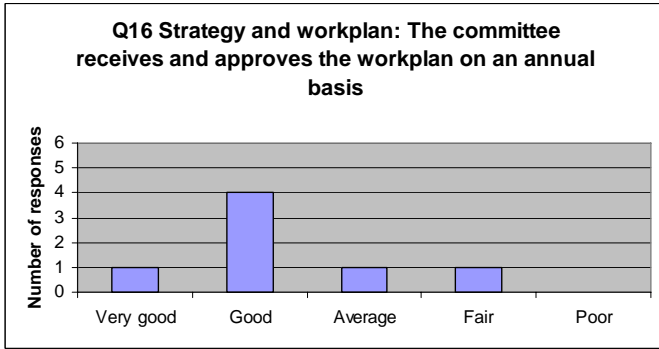
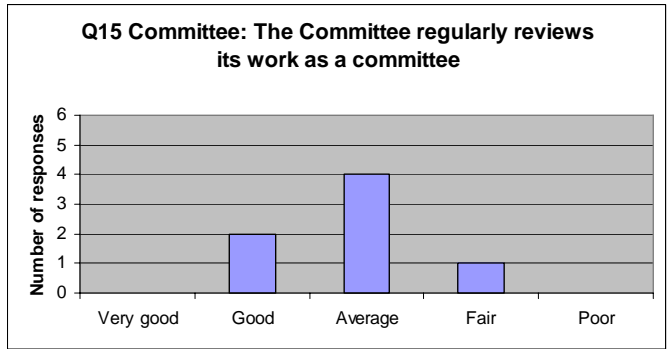
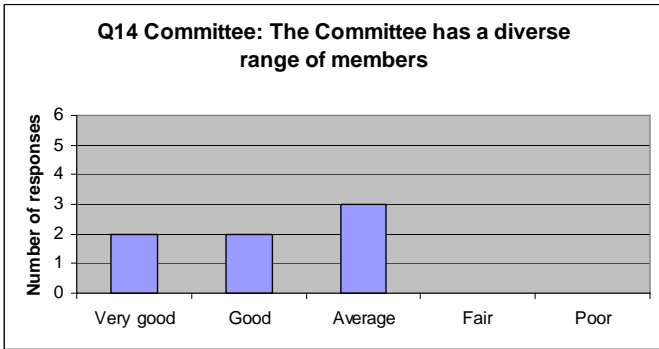
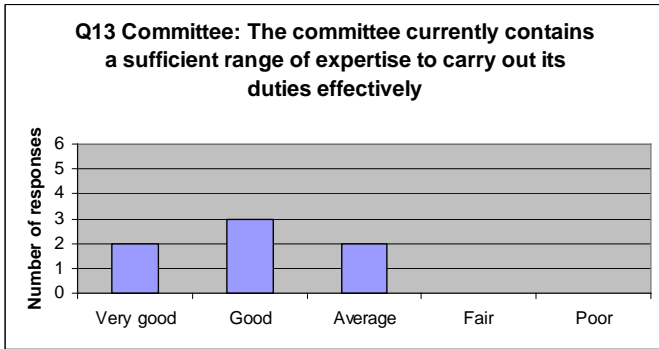
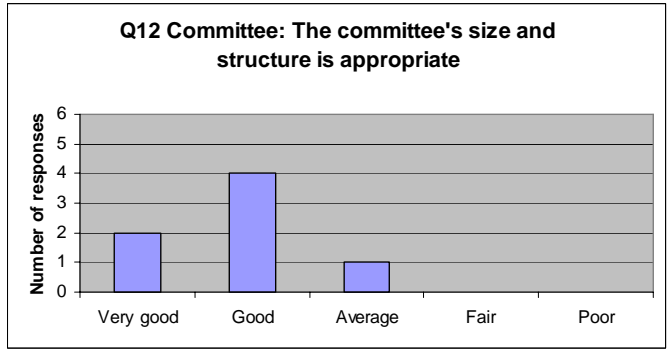
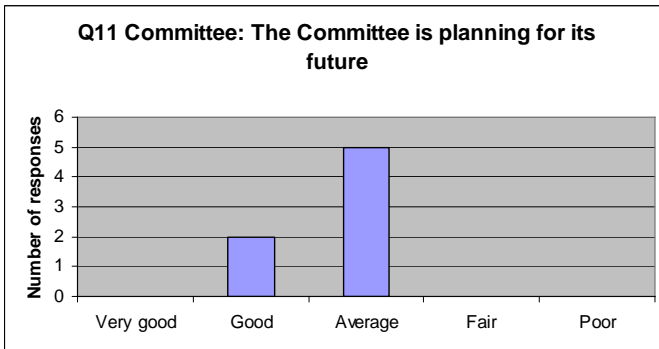
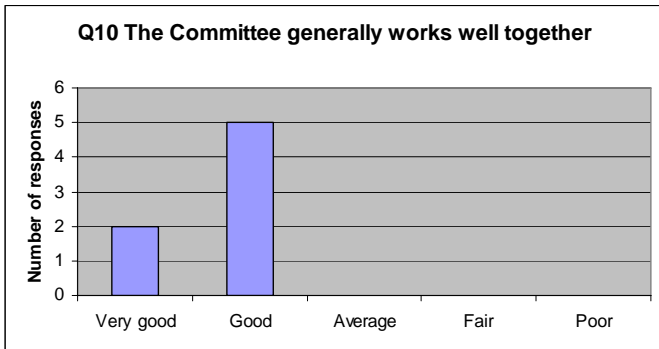
9 November 2007

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-01-24	a	SEC	AGD	Health Committee Self Evaluation 2008 Exec Summary	Final DD: None	Public RD: None

### Committee Self-Evaluation: Health Committee

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





## Comments made on individual questions

Question	Number commenting	comments
Q1 <i>Committee administration and support: Receive agenda and papers in good time</i>	One member commented	"Excellent support from secretariat"
Q2 <i>Committee administration and support: Process of conducting meetings is very clear</i>	No members commented	
Q3 <i>Committee administration and support: Understand written information from HPC employees</i>	No members commented	
Q4 <i>Committee membership: I know and understand the responsibilities of being a committee member</i>	No members commented	
Q5 <i>Committee membership: I know and understand my role on the committee</i>	No members commented	
Q6 <i>Committee membership: I am clear about the objectives of the Committee</i>	No members commented	
Q7 <i>Committee Membership: I feel able to contribute in meetings</i>	No members commented	
Q8 <i>Committee: The Committee receives the appropriate information to undertake its role</i>	No members commented	
Q9 <i>Committee: The Committee has clearly written policies and procedures for how it runs</i>	No members commented	
Q10 <i>Committee: The Committee generally works well together</i>	One member commented	"I believe that all members of the Committee make a valuable contribution and work well together."
Q11 <i>Committee: The Committee is planning for its future</i>	No members commented	
Q12 <i>Committee: The Committee's size and structure is appropriate</i>	One member commented:	"Requires input from medic as noted in the minutes"
Q13 <i>Committee: The Committee currently contains a sufficient range of expertise to carry out its duties effectively</i>	Two members commented:	"We will miss the contribution of the Medical member of the Committee." "Requires input from medic as noted in the minutes"

<i>Q14 Committee: The Committee has a diverse range of members.</i>	One member commented:	“Requires input from medic as noted in the minutes”
<i>Q15 Committee: The Committee regularly reviews its work as a committee</i>	Two members commented:	“Not sure that we do this systematically” “Within FTP forum”
<i>Q16 Strategy and workplan: The Committee receives and approves the workplan on an annual basis</i>	one member commented:	“not aware”
<i>Q17 Strategy and workplan: The Committee is working with the Executive to develop its strategy</i>	one member commented:	“my feeling, but I have not been on the committee long, is that we are”
<i>Q18 Strategy and workplan: The Committee makes policy related decisions that then guide the way that the employees carry out operational duties</i>	one member commented:	“primarily driven and guided by the executive staff as to the matters we should be dealing with”

### **Suggestions for improvements to the work of the Committee**

Members were asked to suggest 5 areas that they thought the committee should tackle to improve the way the committee works over the next year.

Three members provided feedback on this question.

The suggestions were as follows:

- Replace medic
- For experienced members of the panel not to assume knowledge of newer members
- For all abbreviations used in committee papers and minutes to be written in full in the first instance no matter how commonly used by the author
- More outspoken members of committee to be mindful of encouraging others to contribute
- As indicated by the scores above the points 2-3 are not major issues but just need to be remembered
- We need to use a more strategic approach at HPC level which will in turn assist committees to clarify their role and objectives and ways of working more clearly.
- At least quarterly, review the action points from the previous two quarters to ensure the work is completed

- Discuss any changes in employment law which may impact on health/issues for registrants
- Review any Health FTP cases and ask panels for additional feedback on policy
- Discuss the training received by Partners (?attend it too) and review the evaluations received by HPC
- Chair/Deputy Chair to discuss how the meeting went/participation etc perhaps by email afterwards

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-09-18	a	SEC	RPT	Health Committee feedback	Draft DD: None	Internal RD: None