

Education and Training Committee

Meeting Date	05 March 2025
Title	Review of committee effectiveness
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Executive Summary

Each of the Council’s committees should review its effectiveness periodically and report to the Council on this assessment.

To help inform the Education and Training Committee (the Committee) in its review, a questionnaire was circulated to Committee members and regular attendees on 13 February 2025, the responses to which were intended to inform the review of effectiveness to take place at the meeting of the Committee.

There was a good response to the questionnaire, with six responses received (the same number as in 2024), and the responses to the questionnaire were positive overall, including in the comments. There were four themes from the responses relating to:

- the levels of assurance provided to the Committee through reporting;
- the role of the Committee in relation to the Council and other committees;
- time for reflection on discussions and decisions made and matters for escalation to Council or feedback on reports;
- the additional perspectives provided by independent member(s) of the Committee; and
- opportunities to meet in person to support communication and cohesion among Committee members.

The first three themes were raised in the effectiveness review in 2024 and in terms of responding to these:

1. A new cover sheet and paper writing guidance has been developed for the Council and all its committees. This is being used for the first time by the Committee for its meeting in March 2025. Feedback on the new cover sheet and papers would be welcome, including whether this has gone any way to addressing these concerns.
2. Following discussions with the Chair of the Council and all Committee Chairs we will be providing an update to all independent committee members following each meeting of the Council, which will include matters considered by each of the Council’s committees. However, it may be worthwhile considering whether there is any benefit to including an update on progress on significant areas within the Committee’s remit as part of the matters arising where these are not directly

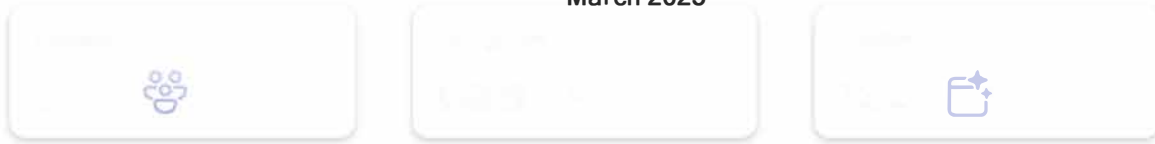
addressed through the updates on actions from previous meetings or on the agenda at that meeting.

3. We have also included time for reflection at the end of each meeting. This could be used to provide feedback on reports to colleagues in terms of improving the papers being considered by the Committee, including in relation to levels of assurance.
4. The role and responsibilities of the Committee are largely defined by legislation, which has evolved over time. This includes a specific role in consultations on standards and fees as well as registration and education and training. The terms of reference for the Committee are not set out in full in the standing orders and more detail is provided in the Committee's scheme of delegation, both of which have been reviewed in the past year. Further amendments are being proposed to the standing orders at the current meeting to clarify the decisions made by the Education and Training Panel and the Committee.
5. We are currently recruiting a new independent member of the Committee, to commence in the role from March 2025. With the support of the Council of Deans of Health, we have also identified a student from its student leadership programme to attend meetings of the Committee to provide an additional perspective to the Committee's discussion.
6. We may also want to consider whether a meeting of the Committee or workshop (if needed) is held in person or we could allow time at some meetings or set up a workshop to allow for more informal discussion and make up for the interaction that previously took place at meetings in person. We could also consider whether there are other Council or HCPC events to which Committee members could be invited and find beneficial in terms of wider interaction.

Action required	The Committee is asked to provide input and feedback to develop the proposal.
Previous consideration	The Committee last reviewed its effectiveness in March 2024.
Next steps	The Chair of the Committee will report to the Council on the results of its assessment of the Committee's effectiveness and any actions or recommendations as part of the Committee Chair's report to the Council.
Financial and resource implications	There are unlikely to be any financial or resource implications, however, this will be determined based on the actions or recommendations agreed as a result of the review.
Associated strategic priority/priorities	Build a resilient, healthy, capable and sustainable organisation
Associated strategic risk(s)	5.a The resources we require to achieve our strategy are not in place or are not sustainable

Risk appetite	People - open
Communication and engagement	A questionnaire was circulated to Committee members and regular attendees to complete on 13 February 2025. Six responses were received.
Equality, diversity and inclusion (EDI) impact and Welsh language standards	None identified.
Other impact assessments	Not applicable
Reason for consideration in the private session of the meeting (if applicable)	Not applicable

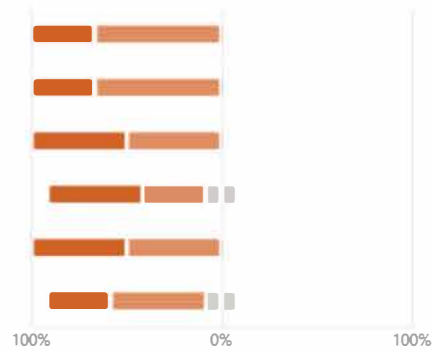
Education and Training Committee effectiveness review March 2025



1. Committee focus

● Strongly agree ● Agree ● Disagree ● Strongly disagree ● Unable to comment

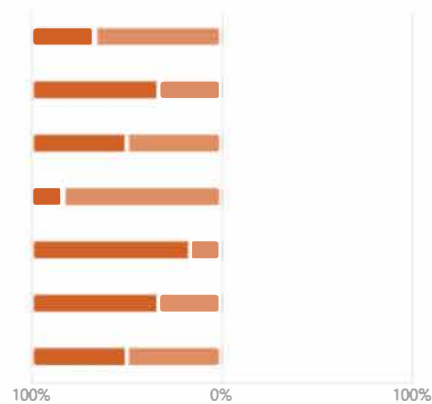
- The Committee has made conscious decisions about the information it would like to receive.
- The Committee has structured its annual programme of business and agenda to cover all the areas within its remit.
- Committee members contribute regularly to decisions about the areas of focus for the Committee.
- The Committee is aware of its key sources of assurance and who provides them.
- Committee members and attendees can provide examples of where the Committee's focus on areas had led to positive change...
- The Committee is clear about its role in relation to the Council and other Council committees.



2. Committee engagement

● Strongly agree ● Agree ● Disagree ● Strongly disagree ● Unable to comment

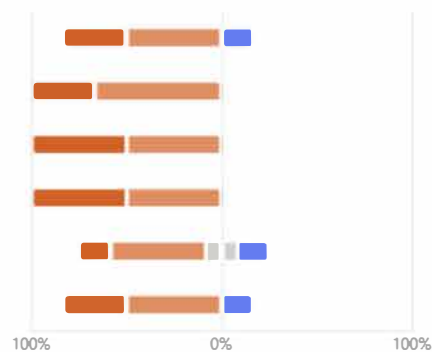
- The Committee has the right balance of experience, knowledge and skills to fulfil its role and responsibilities.
- The Committee ensures that the relevant members of the leadership team attend meetings to enable it to fully understand...
- Management fully briefs the Committee about key risks and opportunities and plans to mitigate or capitalise on these.
- The Committee is provided with timely and clear information to support the work of the Committee.
- The Committee's ways of working enable members and attendees to express their views and any concerns and raise any questions.
- The Committee supports open and proactive accountability from the HCPC leadership team and attendees to the Council, the...
- Decisions, actions and recommendations are implemented within the timescales agreed with the Committee.



3. Committee effectiveness

● Strongly agree ● Agree ● Disagree ● Strongly disagree ● Unable to comment

- The quality of papers received allows the Committee to perform its role effectively.
- Members of the Committee provide effective input and constructive challenge, not only seeking clarification and/or...
- Discussion at Committee meetings is allowed to flow and conclusions are reached without discussions being cut short or...
- In relation to each item on the agenda, the Committee is clear on the conclusion, who is doing what and when and, where require...
- The Committee regularly reflects on its discussions and decisions made, any matters for escalation to Council or feedback on...
- The information provided to the Council about the Committee meetings provides the Council with assurance on those areas...



4. Is there anything that the Committee could do differently to better support either a) the Council; or b) the leadership team in its work?

Responses:

Not that I am aware of, as an independent member of the committee I am not able to witness the interaction with the Council

5. Is there any training or support members of the Committee feel would help them to fulfil their role on the Committee?

Responses:

I think we are very well supported with regular training and workshops Whilst I appreciate the cost effectiveness of meeting via Teams since covid, the networking and communications are clearly lost from not meeting face to face.

6. Is there any other feedback you would like to provide relating to the effectiveness of the Committee?

Responses:

External members have been essential for the skills/experience mix of the ETC - I wouldn't want us to lose the HE/new graduate experience with Penny and Luke leaving.

I believe the effectiveness of the ETC is fundamental to assuring quality in education and training activity for future registrants

I am hopeful reg reform might lead to us doing ETP differently. Doesn't seem the best use of limited resources (but get it's currently a legal requirement).