

Measuring the Effectiveness of the Committee – Self-Assessment Checklist

ESTABLISHMENT, OPERATION AND DUTIES					
Role and remit					
Priority	Issue	Yes	No	N/A	Comments/action
	Does the Committee have written terms of reference?				
	Do the terms of reference cover the core functions of the committee?				
	Are the terms of reference approved and reviewed periodically?				
	Has the Committee been provided with sufficient membership, authority and resources to perform its role effectively and independently?				
	Can the Committee access other committees and full council as necessary?				
	Does the Committee periodically assess its own effectiveness?				
	Does the Committee make a formal annual report on its work and performance during the year to full Council?				
Membership, induction and training					
	Has the membership of the Committee been formally agreed and published in the Gazette in accordance with Section 56 of the Constitution for St Helena?				

Priority	Issue	Yes	No	N/A	Comments/action
	Are new Committee members provided with an appropriate induction?				
	Has each member declared his or her business interests?				
	Does the Committee meet regularly?				
	Do the terms of reference set out the frequency of meetings?				
	Does the Committee calendar meet the authority's business needs, governance needs and the financial calendar?				
	Are members attending meetings on a regular basis and if not, is appropriate action taken?				
	Does the Committee have the benefit of attendance of appropriate officers at its meetings?				

Priority	Issue	Yes	No	N/A	Comments/action
	Is the Committee made aware of risk management in relation to its respective areas of responsibility?				
ADMINISTRATION					
Agenda management					
	Does the Committee have a designated secretary?				
	Are agenda papers circulated in advance of meetings to allow adequate preparation by Committee members in accordance with the Council Committee (Rules of Procedure) Order 2010?				
	Are outline agendas planned one year ahead to cover issues on a cyclical basis?				
Papers					
	Do reports to the				

Priority	Issue	Yes	No	N/A	Comments/action
	committee communicate relevant information at the right frequency, time, and in a format that is effective?				
	Are minutes prepared and circulated promptly to the appropriate people as required in the Council Committee (Rules of Procedure) Order 2012?				
	Is a report on matters arising made and minuted at the Committee's next meeting?				
	Do action points indicate who is to perform what and by when?				

Self Assessment completed
Date

Signed

Chairman Committee