****

**Annual Self-Evaluation of Effectiveness of Committees**

**Process for Completion**

1. Following the last committee meeting of the academic year the Clerk should circulate this evaluation template to all committee members to complete and return to the Clerk. The Clerk and Convenor should also complete the template.
2. The Clerk should collate the feedback received, share and discuss with the Convenor, and together they should propose any improvement actions as appropriate.
3. The Clerk should prepare a paper summarising the review and any proposed improvement actions which the Convenor should present at the first meeting of the committee in the new academic year for consideration and agreement as appropriate. This will inform, as appropriate and where required, reports on committee business and effectiveness submitted to parent committees.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Committee Title:** |  | **Name:** |  | **Academic Session:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree**  | **Disagree**  | **Agree**  | **Strongly Agree** | **Comments (if disagree, please elaborate)**  |
| The committee has been effectively fulfilling its remit over the last year. |  |  |  |  |  |
| On the basis of the business dealt with over the last year, the current remit, constitution and terms of reference remain appropriate.  |  |  |  |  |  |
| In terms of the quantity, relevance and level of business dealt with by the committee, have there been any recurring issues or themes which you feel should be raised?  |  |
| Are there any other issues relating to the effective operation of the committee which should be noted? |  |
| What actions (if any) are proposed to address the issues identified above in the next academic year?  | **Action 1:** **Action 2:** **Etc.**  |