**XXXXXXXXXX Committee Evaluation 202X**

Please advise the extent that you agree or disagree with the following statements related to the XXXXXXXCommittee. The Terms of Reference are attached as a supporting document.

**Please rate each statement according to how strongly you agree/disagree on a scoring scale as follows: 1 – Poor; 4 – Adequate; 7 – Good; 10 – Excellent.**

There is also an additional comments box for each section.

|  |  |  |
| --- | --- | --- |
| **No.** | **Statement** | **Score Rating** |
| **Duties** | | |
| 1. | The Committee adheres to the Terms of Reference and does not exceed its authority. |  |
|  | **Additional comments** | |
|  |  | |
| **Composition (skills and experience)** | | |
| 2. | The Committee has enough educational and financial knowledge and includes a diversity of experiences and backgrounds. |  |
| 3. | To maximise the performance of the Trust and to discharge its respective duties and responsibilities, the composition of the Committee is appropriate with the right balance of;   1. skills 2. experience 3. independence 4. knowledge |  |
| 4. | The Committee collectively undertakes sufficient and appropriate training. |  |
| 5. | Please outline any additional training or seminars to attend you feel are required. | |
| 6. | The Committee has considered and identified succession planning arrangements. |  |
|  | **Additional comments** | |
|  |  | |
| **Committee papers and information** | | |
| 7. | Sufficient information is present to support reaching the right decisions, including external independent information, where necessary. |  |
| 8. | The Committee is provided with appropriate and timely information of the;   1. right LENGTH 2. right QUALITY |  |
|  | **Additional comments** | |
|  |  | |
| **Meetings** | | |
| 9. | Committee meetings are of appropriate length to enable proper consideration of agenda items. |  |
| 10. | The range and variety of agenda items is appropriate. |  |
| 11. | Time during Committee meetings is used efficiently. |  |
| 12. | Individual committee members specific skills and knowledge are recognised and used. |  |
| 13. | Committee meetings are facilitated, but not overly influenced by any one member of the committee. |  |
| 14. | The Committee appropriately challenges business performance and decisions in relation to the purpose of the Committee, as defined in the committee’s Terms of Reference. |  |
|  | **Additional comments** | |
|  |  | |
| **Minutes** | | |
| 15. | The minutes of the meeting;   1. are accurate, concise and accessible; 2. thoroughly document decisions made including any appropriate challenge /dissent, and 3. enable effective monitoring of actions arising. |  |
| 16. | The minutes are produced and circulated in a timely manner. |  |
|  | **Additional comments** | |
|  |  | |
| **Reporting** | | |
| 17. | An escalation process is in place, where applicable, to challenge decisions by taking these to the Board for a final decision. |  |
|  | **Additional comments** | |
|  |  | |
| **General** | | |
| 18. | What one thing would you change? | |
|  |  | |
| 19. | Are there any areas or specific agenda items you feel the Committee should be considering / discussing in the next year? | |
|  |  | |
| 20. | Please detail additional comments that you wish to make in relation to the Committee’s performance of its duties. | |
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