****

**Health, Safety and Environment Committee**

**Subject: Review of Committee Effectiveness**

**Origin: Academic Registrar**

Following discussions at Audit Committee, all formal committees are asked to review their effectiveness on an annual basis.

As committees vary a great deal in the way they operate and the nature of their business, the University is not currently being prescriptive about how effectiveness should be considered and a light touch approach is entirely acceptable. However, to assist the discussion the Committee may wish to consider the following:

1. Is the purpose of the Committee clear and do members feel that it has fulfilled its purpose effectively in the last year.

2. Is the Committee operating in an effective way in practical terms? E.g. do agendas/papers provide appropriate information in a helpful format, are the right people present for discussions and decision-making, are the frequency and length of meetings optimal or is there scope for enhancement?

3. Do communications and operations relating to the committee work effectively? E.g. is the committee being made aware of the right issues/items, are the committee's decisions being communicated appropriately to the right individuals/other committees and are they being acted upon? Are the right individuals/other committees receiving effective reports on the work of the committee?

Date – October 2011

Copyright © Loughborough University. All rights reserved.