

UNIVERSITY OF LEICESTER
COMMITTEE EFFECTIVENESS REVIEWS
PROTOCOL

1. As part of the University's commitment to maintain and demonstrate high standards of corporate governance, the standing committees of Senate and Council are required to review their own effectiveness on a regular basis. Committees must undertake such reviews at intervals of no longer than four years, and ideally they should take place every other year.
2. The Governance Office will provide oversight of a rolling programme of effectiveness reviews to ensure that the above cycle is maintained. Each summer the Governance Office will liaise with committee chairs and secretaries in order to agree which committees will be scheduled to undertake an effectiveness review during the next academic year.
3. A standard on-line effectiveness questionnaire, which features an automated facility for collating and analysing committee members' responses, is available for use by committees as a self-assessment tool. Use of this on-line questionnaire is not mandatory, as it is for each committee to decide on the best means by which it will review its own effectiveness and implement any necessary changes, appropriate to its size, role and circumstances.
4. At the completion of each effectiveness review the relevant committee secretary will be asked to provide the Governance Office with a brief report on the main conclusions of the review, together with details of any actions that the committee has implemented, or plans to implement, in response to such conclusions.
5. No longer than twelve months after each effectiveness review the Governance Office will ask the relevant committee secretary to confirm that the planned actions have been implemented (and if not, why not) and to indicate whether there is any emerging evidence that the actions are having the intended impact on improving the committee's effectiveness.
6. Each summer, before the start of the new committee cycle, the Governance Office will provide all standing committee secretaries and chairs with details of any examples of good practice or other improvements arising from effectiveness reviews completed in the previous year. It will be for individual committees to decide whether to utilise such information to make changes to improve their own effectiveness.

Governance Office
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