

The following survey questions are utilised in the Annual Committee Effectiveness Review members survey for Senate and its committees. Secretariat to committees not in scope of this exercise are encouraged to use (and adapt as appropriate) the following questions as part of their own committee reflection exercise.

Annual Committee Effectiveness Survey Questions

Introduction

We are now inviting feedback as part of the Annual Committee Effectiveness Review. Please complete a separate survey for each committee in scope of which you are a member (listed in question 1). Your answers should be based around your perception of how any matters raised in each question are dealt with presently, and with respect to the guidance and information contained on the [University Governance](#) webpages.

The survey should take between 10-15 minutes to complete.

Committee Membership

1. Please select which committee your responses relate to. Please submit a separate response for each committee of which you are a member.

RESPONSE OPTIONS:

- <COMMITTEE NAME1>
- <COMMITTEE NAME2>
- <COMMITTEE NAME3>
- <COMMITTEE NAME4>

2. Which of the following best describes your role on the Committee?

RESPONSE OPTIONS:

- Chair
- Secretary
- Independent/external member
- Appointed/elected/co-opted/University community members
- Ex-officio member
- Student member
- Regular attendee
- Prefer not to say
- Other (please specify) [TEXT BOX]

3. How long have you been a member of the Committee?

RESPONSE OPTIONS:

- Less than a year
- 1 to 2 years
- 3 to 4 years
- 5 years or more
- Not a member

RESPONSE OPTIONS for questions 4-8:

- 5 – Strongly agree
- 4 – Agree
- 3 – Neither agree nor disagree
- 2 – Disagree
- 1 – Strongly disagree
- 0 – Not sure/don't know

4. **[Remit, purpose, scope and responsibilities]** To what extent do you agree or disagree with the following statements?

- a. The remit/purpose of the Committee is clear to me.
- b. The decision-making power of the Committee is clear to me.
- c. It is clear how the remit of the Committee relates to other committees.
- d. The Committee is effective in fulfilling its remit.

If you selected disagree for any of the above, what could be improved? [OPEN TEXT BOX]

5. **[Constitution and membership]** To what extent do you agree or disagree with the following statements?

- a. The membership of the committee is appropriate to enable it to fulfil its remit, with the right people in the room to discuss items and make decisions.
- b. I am clear of my role on the committee.
- c. Membership is appropriately diverse and reflects the University community.
- d. Decision making takes in to account the needs and perspectives of all stakeholders.

If you selected disagree for any of the above, what could be improved? [OPEN TEXT BOX]

6. **[Meeting management, accessibility, support]** To what extent do you agree or disagree with the following statements?

- a. Meetings are of the right length and structured effectively to support members.
- b. Meetings are of the right frequency.
- c. The Chair leads meetings well with a clear focus on the big issues facing the University and students.
- d. The Chair allows and promotes full and open discussion before decisions are taken.
- e. I feel supported to fulfil my role on the committee.
- f. If I am not able to attend a meeting, there are other methods to communicate opinions or feedback.

If you selected disagree for any of the above, what could be improved? [OPEN TEXT BOX]

7. **[Meeting packs and information flow]** To what extent do you agree or disagree with the following statements?

- a. I receive timely and appropriate information (including agendas, papers and minutes) in advance of formal meetings to be able to make effective decisions.
- b. Papers are easy to understand, with accessible language.
- c. Agenda items are within the Committee's remit and there is a good reason for each item being presented.
- d. Items are tailored specifically for this committee when they are presented, reducing excessive duplication between committees.
- e. I receive timely updates on developments that may impact on the business of the committee e.g. institutional changes, regulatory requirements.

If you selected disagree for any of the above, what could be improved? [OPEN TEXT BOX]

8. **[Inclusion and engagement]** To what extent do you agree or disagree with the following statements?

- a. I feel empowered to challenge key issues.
- b. I feel respected in meetings and included by those around me.
- c. The Committee is cohesive and combines being supportive with providing appropriate challenge.
- d. The Committee takes collective responsibility for the decisions it makes.
- e. The views of students have a significant impact on the business and decisions of the Committee.

If you selected disagree for any of the above, what could be improved? [Open text box]

9. Are there **any other comments** you would like to make? [OPEN TEXT BOX]