

MEEETING	STANDARDS COMMITTEE
DATE	20, April, 2015
TITLE	SELF-ASSESSMENT
AUTHOR	IWAN G D EVANS, MONITORING OFFICER.

1. The purpose of the self-assessment is to give the Committee the chance to consider how it fulfils its responsibilities against the functions which it has been given under the regulations and in the Council's constitution.

2. The result will give the opportunity to influence the work programme in the future.

3. A draft is presented here of the self-assessment document which has been prepared by the officers. It has been drawn up in order for the Committee to have the opportunity to assess its work and its effectiveness against the statutory and constitutional requirements.

4. The Committee members are asked to consider the functions listed in the first column and then note which assessment they believe is relevant, using the following categories :

Category 1 – Evidence that the Committee is fully meeting the requirements.

Category 2 – Evidence that the Committee meets the basic requirements but can do more to fully comply.

Category 3 – No evidence that the Committee meets the requirements.

5. It is necessary to note the evidence which supports the category which the Committee awards. The column "Evidence" shows some examples of evidence, but it is possible that the Committee members are able to add to it.

6. By assigning a category to each function and noting the evidence, it is possible for the Committee to come to a conclusion regarding which further steps they need to take (if any). The last column contains some suggestions for further steps. These are the matters which will be fed through to the Committee work programme in the future.

RECOMMENDATION.

The Committee is asked to consider the draft documents and undertake a self-assessment of its work.