

[Insert Committee Name]

Review of Effectiveness Self-Assessment 2022/23

Issue	Yes	No	Comments / Action
Composition, Establishment and Duties			
Does the Committee have written terms of reference that adequately define the Committee's role?			
Have terms of reference been ratified by the ICB Board?			
Does the Committee report to the ICB Board in accordance with its ToR?			
Does the Committee receive the appropriate level of input from its Members?			
Does the Committee prepare an Annual Report on its work for the ICB Board?			
Has the committee been quorate for each meeting this year?			
Administrative Arrangements			
Are agendas and reports circulated in good time for Committee Members to give them due consideration?			
Are the minutes and actions circulated in good time for Committee Members to give them due consideration?			
Has the Committee met the appropriate number of times this year?			
Have all Committee Members attended meetings on a regular basis; is the level of attendance satisfactory and in line with the ToRs?			
Governance, Scrutiny and Assurance			
Can the Committee demonstrate that it has provided the ICB Board with assurance in respect of the Statutory Duties as per the ToRs?			
Can the Committee demonstrate that it has provided ICB Board with assurance in respect of the BAF / Corporate Risks?			
Has the Committee sufficient time to give appropriate consideration and scrutiny to its business and agenda?			
Does the Committee receive sufficient Reports to enable it to fulfil the ToRs?			
Do the reports presented to the Committee provide the quality and detail required to enable the Committee to provide assurance and carry out the ToR?			
Does the Committee understand the risks / issues, make decisions and provide assurance			
Has the Committee approved the ToRs and Work Plans to any subordinate groups?			
Has the Committee received regular progress reports from subordinate groups and been advised of any significant issues/risks?			
Has the Committee effectively managed Conflicts of Interest in line with the ICB Conflict of Interest Policy and the Committee's ToR?			
Work Plan			
Has the Committee established a workplan for the year and has been adhered to?			
Does the Committee review its Work Plan at least quarterly?			

Has the Committee achieved its agreed Work Plan?			
Does the Work Plan reflect all of the duties and responsibilities set out in the ToR?			
Are there any areas of the ToR which require additional focus or a change in approach? Have any necessary changes been made to the Work Plan to achieve this?			

Any Other Comments, Areas for Improvement, or Gaps Identified
<p style="text-align: center; font-size: 48px; color: lightgray; opacity: 0.5; transform: rotate(-30deg);">Appendix Bii</p>