

Attachment 1

EVALUATION TOOL - BIENNIAL REVIEW OF THE SUNSHINE COAST ECONOMIC FUTURES BOARD

Evaluation Questions - Governance and Performance

TOPICS	EVALUATION QUESTIONS	Assessment	Recommendations/Comments
ASSESSING GOVERNANCE			
Board Model	1. Is the Board model – an advisory committee to Council under the Local Government Regulation 2012 – appropriate to the stated purpose of the leadership board within the Regional Economic Development Strategy?		
	2. Are the Board's accountabilities to Council and its purpose well understood by Board members?		
	3. Is the purpose of the Board understood by external parties?		
Role of Board Members	4. Is the role of a Board member clearly defined and well understood by members?		
Composition and Skills	5. Is the Board large enough to carry out the work required of it?		
	6. Does the spread of talent and skill sets within the Board reflect the needs of the Board's key role and responsibilities outlined in the Charter?		
	7. Do all Board members bring valuable skills and experience to the Board?		

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	8. Does the high-level calibre, expertise and mix of Board members provide the region with connections to a range of industry and business networks and advocacy channels?		
Board Charter	9. Does the Charter cover the key operational requirements, functions and composition of the Board?		
	10. Do any amendments need to be made to the Charter to reflect changed accountabilities or circumstances?		
Remuneration	11. Are remuneration arrangements adequate and appropriate for Board members?		
Board Meetings	12. Do Board agenda papers contain the correct amount and type of information?		
	13. Are Board members diligent in preparing for meetings?		
	14. Are quarterly meetings – and the duration of meetings - sufficient to undertake and meet the Board's key functions and responsibilities?		
ASSESSING PERFORMANCE			
Strategy	15. Does the Board know and understand the region's vision and economic strategy?		
	16. Does the Board know and keep abreast of trends and issues affecting the region and the environment in which it competes?		

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	17. Is the work of the Board outcomes focused, including building credibility for the region, providing advice on financial and human capital investment and/or domestic and global connections?		
Service/advice/ contacts	18. Do Board members actively engage in networking for the benefit of the region?		
Reporting	19. Does the Board know and understand its reporting requirements and accountabilities under the Charter, including its annual report to the public?		
	20. Is there a requirement for the Board to provide ad hoc or regular reports to Council?		
CONTINUOUS IMPROVEMENT			
Professional Development	21. Does Council provide adequate information and advice on new regional developments, projects and emerging strategies to ensure Board members remain up-to-date?		

