**MOTHERWELL CHILD AND FAMILY CLINICS**

**MEETINGS AUDIT**

**aka The Clark-Child ‘Mince’ Rating Scale**

**For any formal (especially staff) meetings, one or all participants rate these categories:**

**DATE: . . . . . . . . . PLACE MEETING HELD: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

**MEETING** (brief description to typify if not identify it and the participants)**:**

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

**A. OVERALL AIMS:** Circle a number.

1. Were the aims clear? **Most unclear**  **0** **. . . . 1 . . . . 2 . . . . 3 . . . . 4** **Very clear**

2. Were aims achieved? **Not achieved** **0** **. . . . 1 . . . . 2 . . . . 3 . . . . 4 Completely achieved**

**B. ORGANISATION:** Tick each ok item. Ticks x 2 = Total between **0 to 4**:  **. . . . . .**

1. Right membership? 2. Notification? 3. Preparation?

4. Best location? 5. Chairing/timing? 6. Notes/minute-taking?

7. If cut short, was this reasonably done with damage awareness?

8. Was there a good fit with the participants’ diary for that day / week?

**C. FOLLOW THROUGH:** Tick each item. Total ticks = Total between **0 to 4**:  **. . . . .**

For issues, decisions and consequences considered at the meeting:

1. **Attempts** made to identify them and plan for follow through?

2. **Successfully** identified, agreed and planned for follow through?

3. **Actually** been (or confident that they will be) **followed** **through** since the meeting?

4. **Actually** been (or confident that they will be) **resolved** since the meeting

**D. BY WHOSE EFFORTS?** Circle **one** number: **-3 to +3**. Subtract or add this to your total.

Is this description of the meeting the result of your efforts or other people's efforts? It may be brilliant because **someone else** made it so. Or it may be awful **despite your** massive efforts.

**You were ‘a lazy B’ -3 . . . -2 . . . -1 . . .** **0** **. . . +1 . . . +2 . . . +3 All your own efforts**

**E. REVIEWED?** Has the meeting been reviewed & improved recently? Yes? Score: **1**

**TOTAL: . . . . . FINALLY, GIVE YOUR ‘MEATING’ AN OVERALL RATING**:

**0 = Mince ↔ 5 = Haggis ↔ 10 = Stovies ↔ 15 = Steak ↔ 20 = Cooking with gas**

For wider or management interpretation, note whether this meeting was **needed** or **essential**:

1. For your own organisation’s work. 2. For the worker as an individual (eg for training)

3. External purposes, eg maybe required by other organisation, but with benefit for own organisation.