

Council of Governors: Summary Sheet

11 February 2015
Item No 13

Title of Paper:	Chair appraisal process					
Presented By:	Mick Rooney, Senior Independent Director					
Action Required:	For Information	<input checked="" type="checkbox"/>	For Ratification	<input type="checkbox"/>	For a decision	<input type="checkbox"/>
	For Feedback	<input type="checkbox"/>	Vote required	<input type="checkbox"/>	For Receipt	<input type="checkbox"/>

To which duty does this refer:

Holding non-executive directors individually and collectively to account for the performance of the Board	x
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	
Determining the remuneration of the Chair and non-executive directors	
Appointing or removing the trust's auditor	
Approving or not the appointment of the trust's chief executive	
Receiving the annual report and accounts and auditor's report	
Representing the interests of members and the public	
Approving or not increases to non-NHS income of more than 5% of total income	
Approving or not acquisitions, mergers, separations and dissolutions	
Jointly approving changes to the trust's constitution with the Board	
Expressing a view on the Trust's forward plans	
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	
Monitoring the activities of the Trust to ensure that they are being conducted in a manner consistent with its terms of authorisation and the constitution.	
Monitoring the Trust's performance against its targets and strategic aims	

How does this item support the functioning of the Council of Governors?

The role of the Chair is fundamental to ensuring the Council of Governors is an effective body. It is also a statutory duty of governors to appoint the Chair and set the terms and conditions for the role. It is therefore incumbent upon governors to comment on the Chair's performance.

Author of Report:	Sam Stoddart
Designation of Author:	Deputy Board Secretary
Date:	19 th January 2015

SUMMARY REPORT

Report to: Council of Governors
Date: 11th February 2015
Subject: Chair Appraisal Process
From: Mick Rooney, Senior Independent Director

1. Purpose

<i>For Approval</i>	<i>For a collective decision</i>	<i>To report progress</i>	<i>To seek input from</i>	<i>For information</i>	<i>Other (please state below)</i>
				✓	
<ul style="list-style-type: none"> Council to be reminded of the Chair appraisal process and their role within it. 					

2. Summary

It is requirement of the Code of Governance that the Chair and all members of the Board are subject to regular appraisal. An agreed process was in place for the Chair’s last appraisal. As there are no material changes to the process, the paper is presented to Council for information and to act as a reminder of the process itself.

3. Next Steps

Governors will be issued with the section C questionnaire the week commencing 16th February which they will be required to return by the beginning of March. An appraisal report will be presented to the Nomination and Remuneration Committee, after which it will be summarised and present to the Council of Governors and Board of Directors.

4. Actions Required

Governors should inform themselves of the process and complete the questionnaire.

5. Monitoring Arrangements

The Deputy Board Secretary will be responsible for ensuring the process is followed correctly and comprehensively and will report to the Nomination and Remuneration Committee upon its successful completion.

6. Contact Details

Sam Stoddart
 Deputy Board Secretary
 (0114) 2718825 / Samantha.stoddart@shsc.nhs.uk



Chair Appraisal System 2015

Governors play the central role in the appointment of the Trust's Chair. An evidence-based annual appraisal is intended to inform this process.

Members of the Board of Directors and the Council of Governors will be asked to complete the questionnaire anonymously and return them to the Foundation Trust Company Secretary. The questionnaire should be completed by all governors.

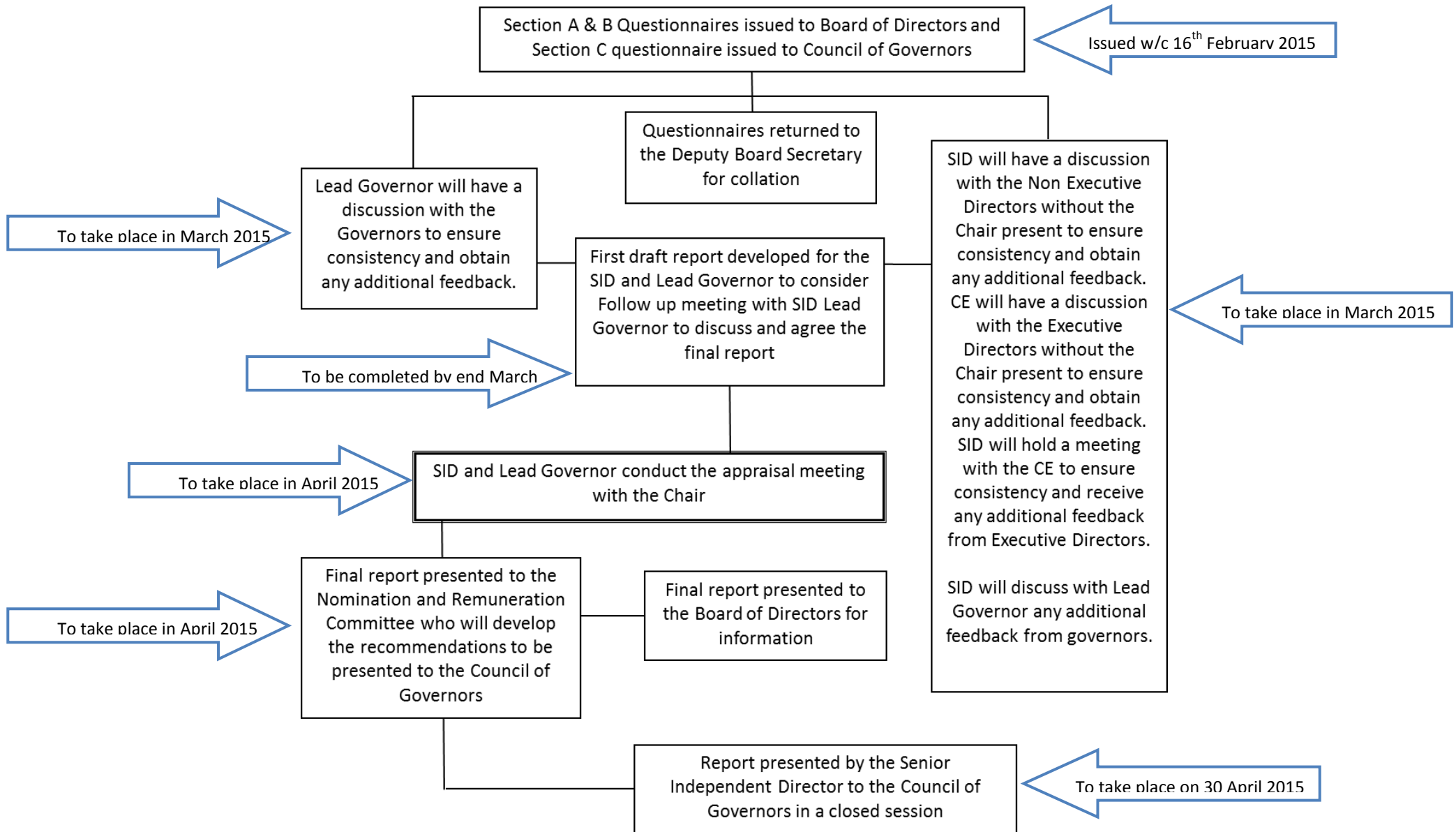
The results will be collated into a report prepared for the Senior Independent Director and Reserve Chair of the Council of Governors to consider, following which a final summary report will be produced. The Senior Independent Director and the Reserve Chair of the Council of Governors will meet the Chair to discuss the report.

The final report will be forwarded to the Nomination and Remuneration Committee where the report will be considered and recommendations will be presented to the Council of Governors. The Chair will not be present at this meeting. The meeting will be chaired by the Vice Chair of the Council of Governors. The process includes the identification of training needs.

A copy of the report will be presented to the Board of Directors.

If you need advice on the completion of the questionnaire, please contact Sam Stoddart, Deputy Board Secretary. All completed questionnaires shall be returned in the envelope provided.

Diagram of Chair Appraisal Process



Chair Appraisal Questionnaire

1. Please consider each question posed and answer yes, no or don't know as appropriate from your own experience/ perspective.
2. If the answer is yes, please add the level of performance of the Chair.
3. If the answer is no but it is felt that a level of performance could be added, please add along with a comment explaining why the answer is no.
4. Please add any appropriate comments that would assist in understanding the results.

Level of Performance

1 Fail 2 Poor 3 Adequate 4 Good 5 Excellent

Questions 1 - 5 About the Chair's knowledge and skills
Questions 6 - 12 About the Chair's leadership
Questions 13 - 27 About the Chair and the Council of Governors

Section A: KNOWLEDGE AND SKILLS

N°	Question	Yes	No	Don't Know	Level of Performance	Comments
1	Does the Chair demonstrate an understanding of the operation of the Trust?				1 2 3 4 5	
2	Does the Chair demonstrate an understanding of the difference between governing, directing and managing the Trust?				1 2 3 4 5	
3	Does the Chair demonstrate understanding of the basic business and regulatory environment in which the Trust operates?				1 2 3 4 5	
4	Does the Chair keep up to date on new legislation and regulatory matters and convey this to the Council (not necessarily in person)?				1 2 3 4 5	
5	Does the Chair demonstrate skills and experience appropriate to this position?				1 2 3 4 5	

Section B: LEADERSHIP

N ^o	Question	Yes	No	Don't Know	Level of Performance	Comments
6	Does the Chair demonstrate and provide effective leadership of the Trust?				1 2 3 4 5	
7	Does the Chair ensure effective implementation of Board decisions?				1 2 3 4 5	
8	Does the Chair's relationship with the Chief Executive appear to be effective?				1 2 3 4 5	
9	Does the Chair promote the highest standards of corporate governance?				1 2 3 4 5	
10	Does the Chair uphold the highest standards of integrity and probity?				1 2 3 4 5	
11	Does the Chair demonstrate personal accountability for Board performance to governors, service users, staff and members?				1 2 3 4 5	
12	Does the Chair promote effective relationships and open communication between the Board and Council and with service users, staff and members?				1 2 3 4 5	

Section C: COUNCIL OF GOVERNORS

N°	Question	Yes	No	Don't Know	Level of Performance	Comments
13	Does the Chair ensure that Council of Governor meetings are run effectively?				1 2 3 4 5	
14	Does the Chair demonstrate effective leadership of the Council of Governors?				1 2 3 4 5	
15	Is the Chair's relationship with the Council of Governors effective?				1 2 3 4 5	
16	Does the Chair make an effective contribution at Council meetings?				1 2 3 4 5	
17	Does the Chair encourage active engagement of all governors at Council meetings?				1 2 3 4 5	
18	Does the Chair ensure that the agenda, style and time of the Council meetings promote effective involvement of all governors?				1 2 3 4 5	
19	Does the Chair effectively promote open and transparent decision making at Council meetings?				1 2 3 4 5	

N°	Question	Yes	No	Don't Know	Level of Performance	Comments
20	Does the Chair promote the development of the Council in order to improve its performance and develop the skills of governors within it?				1 2 3 4 5	
21	Has the Chair ensured that there is an effective relationship between the Council of Governors and the Board of Directors?				1 2 3 4 5	
22	Does the Chair listen and take on board the views of others?				1 2 3 4 5	
23	Does the Chair ensure that the Council sets targets and monitors its performance?				1 2 3 4 5	
24	Does the Chair effectively represent governors within the Board of Directors?				1 2 3 4 5	
25	Does the Chair ensure governors know and understand strategic issues?				1 2 3 4 5	
26	Does the Chair ensure that the Council effectively addresses strategic issues?				1 2 3 4 5	

N°	Question	Yes	No	Don't Know	Level of Performance	Comments
27	Does the Chair ensure that Council of Governor recommendations are discussed at Board of Director meetings?				1 2 3 4 5	

Please tick your governor constituency

Public

Staff

Service User/Young Service User or Carer

Appointed

Carer