

19 April 2021

Item No 11

Council of Governors Summary Sheet

Title of Paper:

Presented By:

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	<input checked="" type="checkbox"/>
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	<input type="checkbox"/>
Determining the remuneration of the Chair and non-executive directors	<input type="checkbox"/>
Appointing or removing the Trust's auditor	<input type="checkbox"/>
Approving or not the appointment of the Trust's chief executive	<input type="checkbox"/>
Receiving the annual report and accounts and Auditor's report	<input type="checkbox"/>
Representing the interests of members and the public	<input type="checkbox"/>
Approving or not increases to non-NHS income of more than 5% of total income	<input type="checkbox"/>
Approving or not significant transactions including acquisitions, mergers, separations and dissolutions	<input type="checkbox"/>
Jointly approving changes to the Trust's constitution with the Board	<input type="checkbox"/>
Expressing a view on the Trust's operational (forward) plans	<input type="checkbox"/>
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>
Monitoring the Trust's performance against its targets and strategic aims	<input type="checkbox"/>

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

Governors must ensure that the Trust meets its statutory objectives and operates within the best interests of the public

Author of Report:

Designation:

Date:

Council of Governors

Date: 19 April 2021

Subject: Chair Appraisal

From: Sandie Keene

Authors: Amber Wild

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/assurance</i>	<i>Other (Please state below)</i>
				X	

2. Summary

The Chair Appraisal is undertaken with the principle aim to ensure the annual appraisal is a valuable and valued undertaking that provides an honest and objective assessment of a Chair's impact and effectiveness. NHS England and NHS Improvement published an Appraisal Framework that establishes a standardised approach to the process based on multiple stakeholder assessment and is aligned with five core competencies.

The framework provides principles to be used whilst ensuring context-specific issues are given due prominence. The national guidance framework is attached for reference.

3. Next Steps

Subject to the process being completed, it is proposed that the panel for the Chair appraisal consists of Lead Governor, Deputy Lead Governor, and the Senior Independent Director. If the Lead governor is not recruited to by the appraisal date, the panel will seek a governor nomination from the NRC to join the panel.

The proposed timetable for the Chair appraisal process:

Date	Action	By
13 th April 2021	Report to NRC	David Walsh
19 th April 2021	Report to CoG	Sandie Keene
20 th April 2021	Questionnaires sent to Board, CoG, External partners	Amber Wild

	Self-assessment sent to Chair	
30 th April 2021	Deadline for returned questionnaires	Amber Wild
5 th May 2021	Summary of key points from questionnaires	Amber Wild
10 th May 2021	Meeting to agree appraisal report	Sandie Keene and Terry Proudfoot
11 th May 2021	Appraisal report sent first class to Chair	Amber Wild
13 th May 2021	Chair Appraisal	Sandie Keene, Terry Proudfoot and Deputy Lead Governor (tbc)
17 th or 18 th May 2021	Completion of report for NRC	Sandie Keene

4. Required Actions

The committee is asked to review and agree the proposed process and timetable for Chair appraisal process.

5. Monitoring Arrangements

The Council of Governors needs to be satisfied that the Nominations and Remunerations committee have been able to undertake its delegated functions appropriately.

6. Contact Details

For further information, please contact:

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