



To: all Provider chairs

Copy: all Regional Directors, Board Secretaries

Dear Colleague

NHS Provider Trust Chairs - 2020/21 Annual Appraisal Guidance

Key References:

Framework for conducting annual appraisals of NHS provider chairs, April 2021:
<https://www.england.nhs.uk/non-executive-opportunities/wp-content/uploads/sites/54/2021/03/Chair-Appraisal-Framework-April-2021-1.pdf>

The role of the NHS provider chair: a framework for development, November 2019:
https://www.england.nhs.uk/1sthi5thew4y/wp-content/uploads/sites/54/2020/08/Provider_Chair_Development_Framework_1nov.pdf

Firstly I would like to thank you for completing your appraisal for 2019/20 during what has been a challenging year for us all. As this round is now complete we are looking to the 2020/21 annual appraisal and thought it would be helpful to remind you of the publication of the two referenced documents that are intended to assist you in this respect. As this was the first time we had implemented the appraisal framework we have streamlined the process slightly which has been reflected in the guidance.

You should aim to have your appraisal completed by **30 June 2021** and a copy sent through to the Non-executive Talent and Appointments team (NTAT) at nhsi.Chairsappraisal@nhs.net. While this action is a requirement for NHS trusts, we appreciate that chairs of NHS foundation trusts are not obliged to share the outcomes of their appraisals in this way. However, in the interest of gaining a better understanding of the collective support and development needs of the wider provider chair community, and therefore for NHS England and NHS Improvement to be able to effectively respond with appropriate support and development offers, we encourage you to do so.

I would particularly highlight the need to include your regional director in the appraisal process, as detailed, and the importance of the role of your senior independent director (or other appointed appraisal facilitator). On receipt of your appraisal, the NTAT will forward it to your regional director for review. All appraisals reviewed by your regional director will then be sent by the NTAT to Amanda Pritchard and myself for final sign-off.

Non- executive director appraisals

I am also aware that many of you may have started or completed the 2020/21 appraisals of your non-executive directors. Recording details of any learning and development needs helps us to consider how we can provide additional support, either regionally or at a national level so we do ask you to complete these and return your completed non-executive director appraisal documents by **30 September 2021** to keely.howard1@nhs.net.

Further information and templates can be found at:

<https://www.england.nhs.uk/non-executive-opportunities/chair-non-executives-support/non-executive-performance-appraisal-good-practice-guide/>



The key reference documents as above should provide you with all necessary information relating to the application of your appraisal process. However, should you require any further advice, please do contact Keely Howard, Resourcing and Appointments Development Manager on 0300 123 2054 or via email: keely.howard1@nhs.net

Thank you, as always, for your work on behalf of the NHS.

With all best wishes

A handwritten signature in blue ink that reads 'Andrew Morris'.

Sir Andrew Morris OBE Hon FRCP
Interim Chair, NHS Improvement
Chair, Trust Appointments and Approvals Committee NHS England and NHS Improvement