

Executive Summary

Report to the Public Board of Directors

Being Held on 30 November 2021

Subject	Outcome of Chair Appraisal 2020-21
Supporting TEG Member	Sandi Carman, Assistant Chief Executive
Author	Tony Buckham, Non-Executive Director, Senior Independent Director and Martin Hodgson, Lead Governor, Vice-Chair Council of Governors' Nominations and Remuneration Committee
Status¹	Note

PURPOSE OF THE REPORT

To provide the Board of Directors with a summary of the outcome of the Chair's appraisal for the period 2020/21.

KEY POINTS

- The Chair is appraised annually via an evidence-based assessment, including feedback on performance for the period January 2021 to June 2021.
- The appraisal process is led by the Senior Independent Director supported by the Council of Governors' Nominations and Remuneration Committee.
- A total of 30 questionnaires were distributed and a total of 22 responses were received. The anonymous responses were collated and a summary of free text was also included in the analysis.
- The outcomes of the appraisal were presented for noting at the Council of Governors' meeting on 28 September 2021
- In line with national guidance, the final summary of the Chair's 2021 appraisal was submitted to NHS England/Improvement Regional Directors.

IMPLICATIONS²

AIM OF THE STHFT CORPORATE STRATEGY		TICK AS APPROPRIATE
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Deliver Excellent Research, Education & Innovation	✓

RECOMMENDATIONS

The Board of Directors are asked to note the outcomes of the Chair Appraisal Process for the period 2020/21.

APPROVAL PROCESS

Meeting	Date	Approved Y/N
Council of Governors	28.09.2021	Y

The annual appraisal of the Chair has now been completed, and details below provide an outline of the process undertaken and summary of the outcome as discussed at the CoG NRC.

The principal aim of the process is ensure the appraisal is a valuable and valued undertaking that provides an honest and objective assessment of the Chair's impact and effectiveness, while enabling potential support and development needs to be recognised and considered.

Best practice described by the Foundation Trust Code of Governance sets out that the appraisal of the Chair is led by the Senior Independent Director within a framework agreed by the Council of Governors and taking into account the views of directors and governors¹. In line with this the appraisal process is led by the Senior Independent Director (SID) and supported by the Council of Governors' Nomination and Remuneration Committee.

The 2021 process builds on our previous approach and has been developed in line with NHS England and NHS Improvement's framework for conducting annual appraisals of NHS provider chairs.

The appraisal is evidence-based and includes feedback on performance from 1 January 2021, the Chair's appointment date. The process is centered on a questionnaire, including a free text component, requesting feedback from the Council of Governors' Nomination and Remuneration Committee members, Executive Directors and Non-Executive Directors.

The Vice-Chair of the Nomination and Remuneration Committee (V-CNRC) also requested feedback from the wider membership of the Council of Governors which was fed into the process. The questionnaire was distributed to 30 recipients and a total of 22 responses were received. The anonymous responses were collated and a summary of free text was also included in the analysis.

A meeting took place on 23 July 2021 between the SID and the VC-NRC to review the collated feedback. The SID and V-CNRC met with the Chair on 29 July 2021. The outcome of the appraisal was then reviewed by the Council of Governors' Nomination and Remuneration Committee on 8 August 2021.

On reviewing the outcome of the appraisal, the Council of Governors' Nomination and Remuneration Committee agreed that the Chair had made an excellent start to her tenure as Chair, noting that the Chair had demonstrated the following qualities:

- Confident and approachable leader.
- Provides a clear vision for the development of the Board.
- Builds effective working relationships both inside and outside the Trust.
- Accessible, open and transparent with staff and Governors at all levels.
- Strong focus on patient outcomes and quality of care.

The Committee also reviewed agreed objectives, noting that comments within Governors' feedback regarding communication and the challenges of achieving fully inclusive engagement when meetings could only be held virtually had been considered and reflected in an objective around further developing the Council of Governors.

In concluding its review of the summary appraisal the Committee agreed that during an extremely challenging period the Chair had made a very strong start, with an almost seamless transition from the previous Chair and they looked forward to working closely with her in the future.

Submission of appraisal summary

In line with national guidance, the final summary of the Chair's 2020/21 appraisal was submitted to NHS England/Improvement Regional Directors.

Recommendation

The Board of Directors is asked to **NOTE** the outcomes of the Chair appraisal process for the period 2020/21.

¹ *The senior independent director should lead the performance evaluation of the chairperson, within a framework agreed by the council of governors and taking into account the views of directors and governors (B6.3). The Foundation Trust Code of Governance, Monitor 2014.*