

**Executive Summary
Report to the Board of Directors
Being held on 23 July 2024**

Subject	Chair Appraisal 2023/24
Sponsor	Tony Buckham, Senior Independent Director
Authors	Sandi Carman, Assistant Chief Executive
Status	To Note

PURPOSE OF THE REPORT

To confirm to the Board of Directors that the Chair’s appraisal has been completed for 2023/24 and provide an outline of the process and outcome.

KEY POINTS

- The Chair is appraised annually.
- The appraisal process is led by the Senior Independent Director supported by the Council of Governors’ Nomination and Remuneration Committee.
- The process is an evidence-based assessment which includes a questionnaire.
- A total of 36 questionnaires were distributed with 27 returned.
- The outcomes are reviewed and discussed in detail by the Senior Independent Director and the Vice-Chair of the Council of Governors’ Nomination and Remuneration Committee and are communicated to the Chair.
- The outcomes of the appraisal were presented for noting at the Council of Governors’ meeting on the 13 June 2024.
- In line with national guidance, the final summary of the Chair’s 2023/24 appraisal was submitted to NHS England Regional Director.

IMPLICATIONS

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	Create a Sustainable Organisation	✓
6	Deliver Excellent Research, Education and Innovation	✓

RECOMMENDATIONS

The Board of Directors is asked to **NOTE** the completion of the Chair’s annual appraisal 2023/24.

APPROVAL PROCESS

Meeting	Date	Approved Y/N
Council of Governors’ Nomination & Remuneration Committee	04/06/2024	Y
Council of Governor’ Committee	13/06/2024	Y

Chair Appraisal 2023/24

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 Council of Governors' Nomination and Remuneration Committee. The principal aim of the process is to 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 Code of Governance for NHS Provider Trusts 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; governors and external stakeholders. 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 process is in line with NHS England framework for conducting annual appraisals of NHS chairs, which is aligned with the NHS Leadership Competency Framework.

The appraisal is evidence-based and includes feedback on performance from 1 April 2023 to 31 March 2024. The process is centered on a multi-source feedback questionnaire, including a free text component, requesting feedback from the Council of Governors' Nomination and Remuneration Committee members, Executive Directors, Non-Executive Directors, internal and external stakeholders, nominated by the Chair.

The Vice-Chair of the Nomination and Remuneration Committee (VC-NRC) also requested feedback from the wider membership of the Council of Governors which was fed into the process. The questionnaire was distributed to 27 recipients and a total of 12 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 14 May 2024 between the SID and the VC-NRC to review the collated feedback and the Chair joined the second part of this meeting. The outcome of the appraisal was then reviewed by the Council of Governors' Nomination and Remuneration Committee on 4 June 2024.

On reviewing the outcome of the appraisal, the Council of Governors' Nomination and Remuneration Committee agreed that in the context of another very challenging year there had been a very strong performance from a highly effective Chair leading the Board in an extremely professional manner on its journey following the 'Well-led Review'. Particularly they noted her authoritative but approachable leadership where she is highly effective in challenge but also in bringing discussions to a suitable summary and decision. She is regarded as having a finger-on-the-pulse on all key issues across the Trust, Place and the Integrated Care System where she has continued to build solid working relationships for the benefit of all parties. The Chair exemplifies our PROUD values; she is a good listener who relates very well with people across the Trust displaying high levels of emotional intelligence and compassion.

In concluding its review, the Council of Governors' Nomination and Remuneration Committee noted the completion and satisfactory outcome of the Chair's annual appraisal and were unanimous in thanking her for another very positive year.

Submission of appraisal summary

In line with national guidance, the final summary of the Chair's 2023/24 appraisal is to be submitted to NHS England Regional Directors.

Recommendation

The Board of Directors are asked to **NOTE** the completion of the Chair's annual appraisal 2023/24.