



PERFORMANCE ASSESSMENT & APPRAISAL OF NON-EXECUTIVE DIRECTORS 2012/13 AND OBJECTIVES FOR 2013/14

BACKGROUND

At its meeting in April 2012, the Council of Governors approved the process for the future performance assessment and appraisal of the Chairman and Non-Executive Directors, upon the recommendation of this Committee.

At that time, the Council of Governors tasked the Governor Nomination & Remuneration Committee with satisfying itself that the suite of questions which formed part of the assessment element of the process remained relevant and continued to add value, prior to initiating the performance review process in February 2013.

This Committee considered the questions at its meeting in January 2013 and agreed that these were fit for the purpose. The performance assessment and appraisal process was therefore, initiated in February for Non-Executive Directors.

It was confirmed at that meeting that as Chairman, I would prepare and develop objectives for the year ahead both for myself and, as part of the process, with Non-Executive Director and that these would be presented – together with the outcome of the performance assessment and appraisal process, to the Committee in April with a summary report only, being submitted to the Council of Governors thereafter. The Committee met on Thursday, 11th April 2013.

This represents the summary report to the Council of Governors

Assessment & Appraisal Process

In accordance with the above, the following steps were taken:

- Executive Directors were requested to complete, on an anonymous basis, the peer assessment pro-forma. These were returned to the Trust Secretary who aggregated the results and produced a consolidated summary on my behalf.
- I met Non-Executive Directors on a one-to-one basis to discuss performance using both the results of the above assessment process and the self-assessment of performance against objectives which they had been required to undertake/complete.
- We jointly completed a summary of discussions around the aggregated results of the peer review and I documented the outcome from the review of performance against objectives; recording any personal developments identified.
- Corporate and personal objectives for the year-ahead were discussed and drafted for each Non-Executive Director identifying how these could be measured and monitored.

Outcome of the process and Nomination & Remuneration Committee considerations

The outcome of the process was discussed at the Governor Nomination & Remuneration Committee and the following documentation was presented in respect of each Non-Executive Director:

- My summary of discussions arising from the review of performance against the 2012/13 objectives together with any personal development needs identified
- Non-Executive self-assessment against objectives for 2012/13
- Jointly completed summary of discussion around the aggregated results of the peer review and details on attendance at Board and Committee meetings
- Proposed corporate and personal objectives for each Non-Executive Director for 2013/14

I also presented my own objectives for 2013/14 for review and agreement.

The Committee reviewed the documentation in some depth and we discussed the performance of each of the Non-Executive Directors – acknowledging their individual strengths and expertise and noting their development needs where appropriate.

Members made particular reference to the robustness of the information presented to them and endorsed the view that the process had been rigorous.

The Committee concurred with my view that the Non-Executive Directors had performed well during 2012/13 and welcomed their expressed intention (and objective) to develop a close working relationship with our Governors.

The Corporate and Personal Objectives for 2013/14 were reviewed, with particular note to the 'measures of success' associated with each and the Committee agreed that these were fit for purpose and would support the delivery of the Forward Plan.

Council of Governors

Attached (as appendix 1) are the summaries of discussions held with each Non-Executive Director, arising from the review of performance against the 2012/13 objectives and details of any personal development needs identified, together with copies of the jointly completed summaries of discussions around the aggregated results of the peer reviews (which also include attendance rates at Board and Committee meetings).

Also attached (as appendix 2) are the agreed Objectives for 2013/14 for myself and our Non-Executive Directors.

RECOMMENDATION

Members are asked to endorse the view of the Nomination and Remuneration Committee that:

1. The performance assessment and appraisal process, agreed by the Council of Governors, has been followed
2. The suite of information provided for each Non-Executive Director supported my summary of their performance
3. Non-Executive Directors had met their objectives for 2012/13 and have performed well
4. The Objectives for 2013/14 for both myself and the Non-Executive Directors are fit for purpose and sufficiently challenging; with agreed measures of success

A J G Winter
CHAIRMAN

12th April 2013