

1 APPRAISAL OF BOARD MEMBERS

1.1 Appraisals of individual Board members take place annually towards the end of the calendar year and reflect performance over the previous 12 months.

1.2 Appraisals are conducted by the Chair of the SRA Board, save for the Chair's appraisal which is conducted by the Senior Independent Director (SID).

1.3 The Chair

- A deadline for provision of feedback should be set by the Chair/SID and Board members and members of the Executive should meet this deadline.
- A summary of the feedback should be shared with the Board member being appraised in advance of the meeting.
- It is not necessary for feedback received under this protocol to be retained, other than in summary form on the appraisal form which is securely stored by the Board Secretary.
- Information on attendance at meetings and involvement in other SRA activity should be provided to the Board Chair and to the individual being appraised in advance of the appraisal meeting.
- A formal appraisal meeting takes place, based on the feedback information noted above, attendance records and other relevant information and should cover:
 - member performance,
 - any development issues
 - any issues relating to organisation or Board effectiveness
 - performance of the Board Chair.
- For each of these areas Board members should be prepared to discuss:
 - what has been successful
 - what has not been so successful
 - what might be done differently in the future
- A summary of the outcomes of the discussion is prepared by the appraiser and agreed with the Board member. The completed appraisal form is then logged with the Board Secretary.
- A short note for the record should be agreed with the Board member and these should be collated for:
 - discussion with the chief Executive for matters relation to the Executive and organisational issues
 - discussion with the Board in private session for effectiveness issues.