Board effectiveness review

This checklist has been adapted from the Healthcare Financial Management Association good governance to gauge the boards effectiveness by taking views of members across a number of themes. Every member of the board completes the checklist and the responses will be amalgamated in to one anonymised version for discussion at the next meeting.

| **Statement**  | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **Unable to answer**  | **Comments/Action** |
| --- | --- | --- | --- | --- | --- | --- |
| **Theme 1 – committee focus** |
| The board has set itself a series of objectives for the year  |  |  |  |  |  |  |
| The board has made a conscious decision about the information it would like to receive  |  |  |  |  |  |  |
| Board members contribute regularly to the issues discussed  |  |  |  |  |  |  |
| The board is aware of the key sources of assurances and who provides them  |  |  |  |  |  |  |
| **Theme 2 – committee team working** |
| The board has the right balance of experience, knowledge and skills to fulfil its role |  |  |  |  |  |  |
| The board ensures that the relevant executive director attends meetings to enable it to understand the reports and information it receives  |  |  |  |  |  |  |
| Management fully briefs the board on key risks and gaps in control  |  |  |  |  |  |  |
| The board environment enables people to express their views, doubts and opinions  |  |  |  |  |  |  |
| Members hold their assurance providers to account for late or missing assurances  |  |  |  |  |  |  |
| Decisions and actions are implemented in line with the timescale set down  |  |  |  |  |  |  |
| **Theme 3 – committee effectiveness** |
| The quality of board papers received allows members to perform their roles effectively |  |  |  |  |  |  |
| Members provide real and genuine challenge – they do not just seek clarification and/or reassurance  |  |  |  |  |  |  |
| Debate is allowed to flow and conclusions reached without being cut short or stifled  |  |  |  |  |  |  |
| Each agenda item is ‘closed off’ appropriately so that the board is clear on the conclusion; who is doing what, when and how, and how it is being monitored  |  |  |  |  |  |  |
| At the end of each meeting the board discuss the outcomes and reflect on decisions made and what worked well, not so well etc.  |  |  |  |  |  |  |
| There is a formal appraisal of the board’s effectiveness each year |  |  |  |  |  |  |
| **Theme 4 – committee engagement** |
| The board challenges management and other assurance providers to gain a clear understanding of their findings  |  |  |  |  |  |  |
| The board is clear about its role in relationship to other committees that play a role in relation to governance, quality and risk management, such as ECS.  |  |  |  |  |  |  |
| We can provide two examples of where we as a board has focused on improvements to the system of internal control as a result of assurance gaps identified  |  |  |  |  |  |  |
| **Theme 5 – committee leadership** |
| The chair has a positive impact on the performance of the board |  |  |  |  |  |  |
| Board meetings are chaired effectively  |  |  |  |  |  |  |
| The chair is visible within the organisation and is considered approachable  |  |  |  |  |  |  |
| The chair allows debate to flow freely and does not assert his/her own views too strongly  |  |  |  |  |  |  |
| The chair provides clear and concise information to the board on activities and gaps in control  |  |  |  |  |  |  |