



Date	Action	Lead	Complete
Thurs 9 March	Chair's multisource assessment e-form sent to external stakeholders, all Board members, agreed members of Council and Trust Secretary/Helen Chasney with covering note from SID and response to be sent to SID – 3 weeks (31/3)	SID	
Fri 24 March	Reminder to stakeholders who have not yet completed forms	SID	
Thurs 30 March	Approval of operational plan for 2023/24 to underpin objective setting	Board	
Fri 31 March (Mon 3 April due to A/L)	NED assessment forms sent to Executive Directors, other NEDs, selection of governors (those observing relevant Committee/Board meetings) – 3 weeks (21/4) – MS form	Sharon Wyatt for Chair	
w/c 3 April by 6/4	Analysis of results and preparation of appraisal form; Chair provided with template form to prepare (2 weeks)	SID/Lead Governor	
w/c 3 April	Meeting takes place between SID/Lead Governor to review draft performance review form/preparation	SID	
Mid-April Thurs 27 <sup>th</sup>	Chair's performance review	SID/Lead Gov	
Mon 24 April	Analysis of results and preparation of report for NEDs	Sharon Wyatt	
Tues 25/ Wed 26 April	Preparation and forms provided to NEDs for May reviews (c2 weeks)	Chair	
Mid-late May	NEDs reviews undertaken (from w/c 8/5) Chair form completed and performance rating agreed Paper prepared for Council's Appointments and Performance Committee, June	Chair Chair/SID SID/Lead Gov	
Early June	NEDs forms completed and performance ratings agreed Paper prepared for Council's Appointments and Performance Committee	Chair/NEDs Chair	
Late June	Appointments and Performance Committee considers outcome for reporting to Council; review of process prior to its use again for following year <ul style="list-style-type: none"> <li>Reappointment of Mark Millar or recruitment (term ends December 2023)</li> </ul>	Helen Chasney	
Thurs 29 June	Council of Governors in public receives short summary of process; meeting in private to approve more detailed outcome	SID/Lead Gov Chair/TrustSec	
Tbc Prev June Chair; end Sept NEDs	Submission of summary forms to NHSE in line with guidance <b>once Council has approved outcome</b>	TrustSec	
September	Confirm that six monthly reviews are in diary	TrustSec	