

Chair and Non Executive Directors' performance reviews 2022/23 Timetable

Date	Action	Lead	Complete
January/ February	Timetable/process confirmed with Chair/Lead Governor	SID/TrustSec	1/2/23
	External stakeholders confirmed for Chair review:		
	 Professor Will Pope, SNEE ICB Chair; Dr Ed Garratt, ICB Chief Executive Dr Mark Shenton, Chair of ICS Chairs' Group Essex Healthwatch Chief Executive Sam Glover (also a Governor) Suffolk Healthwatch Chair Wendy Herber Susannah Howard, Director of Partnerships, ICS Suffolk County Council Councillor Andrew Reid Essex County Council Councillor John Spence Jude Chin, Interim Chair, West Suffolk Hospital FT Zoe Billingham, Chair, NSFT Sheila Salmon, Chair, EPUT 		
	All Governor participation confirmed by Lead Governor (sent by Helen Rose who collates results, potentially meeting with them, offering different ways to respond)		
	Paper prepared for Council – use Word forms		
	NEDs – review ESNEFT multi source assessment form adapted by Sharon Wyatt for Chair to review		Emd to HT 1/2
February	Additional criteria for assessment to be confirmed with NHSE Regional Director	SID	
Early March	All appraisal dates/meetings set up (RS away 7-21/4):	Lucy Bryanton	Emd t/table
	 Chair (before NEDs) – (10am Thursday 27 April) NEDs only meeting with SID without Chair (prior to Chair's review) - after BoD 30/3 SID/Lead Governor preparatory meeting (just prior to Chair's form sent) early w/c 3/4 Chief Executive's performance review (after Chair's) Each NED (after Chair's) – May from Monday 8th Six monthly reviews October (Chair), November (NEDs); Chief Exec Appointments and Performance Committee June 	SID to conf Helen Chasney	1/2
Early March	Confirm circulation for NED assessment forms— NEDs to advise of additional personnel that they have significant contact with	Chair	
March	Assess national guidance when published for any impact on Trust process	TrustSec	
Wed 8 March	Council of Governors considers and approves process/ timeline pending any amendment required by national guidance when published	SID/TrustSec	

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 th	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	
	Chair form completed and performance rating agreed	Chair/SID	
	Paper prepared for Council's Appointments and Performance Committee, June	SID/Lead Gov	
Early June	NEDs forms completed and performance ratings agreed	Chair/NEDs	
	Paper prepared for Council's Appointments and Performance Committee	Chair	
Late June	Appointments and Performance Committee considers outcome for reporting to Council; review of process prior to its use again for following year	Helen Chasney	
	 Reappointment of Mark Millar or recruitment (term ends December 2023) 		
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 once Council has approved outcome	TrustSec	
September	Confirm that six monthly reviews are in diary	TrustSec	