



# Board Members' Appraisal Scheme – Procedure

## 1. Scope

- 1.1 Lay members of the Board are appointed by the Privy Council following the processes of the Office of the Commissioner for Public Appointments (OCPA). OCPA has issued a Code of Practice that sets out the regulatory framework for all public appointments that fall within the Commissioner's remit. One of the requirements of this Code is that all public appointees must undergo an annual appraisal, which will be considered by the Privy Council when determining their eligibility for reappointment.
- 1.2 In order to advise Ministers on reappointment, Communities and Local Government will need documentary evidence of satisfactory performance during a lay member's first term. As they become due for reappointment, CLG requires evidence of performance for each year of the member's first term. Confirmation will be sent to CLG that the appraisal discussions have been completed satisfactorily and in accordance with the OCPA Code.
- 1.3 The Board's elected members are also subject to the appraisal scheme, in keeping with the scheme's intent for the development of individual Board members and the Board as a whole.

## 2. Procedure

- 2.1 This procedure sets out the steps and activities relating to the Board Members' Appraisal Scheme (BMAS)
- 2.2 Only one form is used for the process. The office will send this to individual Board members approximately two weeks' prior to their scheduled one-to-one discussion. The individual Board member will prepare an initial draft of the form, which they will then send to the Chair. The completed form will act as the basis for the confidential appraisal discussion.
- 2.3 Whilst this is a formal appraisal process, the discussions are also an opportunity for the Chair and Board member to have a discussion about any aspect of the Board or its work, either on a personal or whole Board basis.
- 2.4 The Chair will also ask the Board member for feedback regarding the Chair's performance.
- 2.5 The content of the discussions and resulting record of what was discussed will remain confidential. However, the Privy Council may request sight of one or more of the completed forms for lay members, but no information will be forwarded without first having obtained the express agreement of the individual/s concerned. The right to withhold the information is reserved in the event that the individual/s concerned decline/s to give such consent.

### 3. The Appraisal Scheme

- 3.1 The Chair is responsible for conducting all appraisal discussions, which will be confidential. If the Chair is not trained in conducting appraisals, they will be required to undergo training before undertaking this process.
- 3.2 The Chair's appraisal will be carried out by a trained external appraiser, being the Chair of another public sector or regulatory body. The views of Board members will also be taken into account, as reflected in the Board member appraisal discussion form.
- 3.3 The office is responsible for contacting Board members to agree times and dates for the appraisal discussions. These will, as far as possible, be arranged for days when both parties to the discussions are present for other ARB-related meetings, at a venue agreed by both parties. Board members may opt to have a "friend" accompany them to the discussion as an observer. The Chair will ensure that all appraisal discussions are completed and reports written up by the end of December in any one year.
- 3.4 At least two weeks prior to the date when the appraisal takes place, the office will email the Board member a copy of the appraisal form for them to complete in advance, and which should be emailed directly to the Chair a week before appraisal takes place. This will form the basis for a mutual process of discussion. If any Board member would like a copy of the form in a different format (for example, large print or audio) or a language other than English, they should let the office know.
- 3.5 During the discussion, the Chair and Board member will complete the final appraisal form together. When each is satisfied it is an agreed reflection of a fair appraisal, the Chair and Board member will sign it off.
- 3.6 The Chair and Board member will each retain a copy of the signed-off appraisal form, and the Chair's copy will be held in a Chair's confidential file in the ARB office.
- 3.7 If there are changes to be made to the finally agreed appraisal form that need to be done outside the actual meeting, the Chair will ask the Board member to amend the form as mutually agreed, and return directly to the Chair, signed. The Chair will then also sign and return to the Board member.
- 3.8 If the Board member and Chair cannot agree on an aspect of appraisal, then this will be noted as appropriate on the appraisal form, stating the reasons.
- 3.9 The Chair is responsible for collating the completed forms and for preparing a report for the Board. The purpose of this report is to draw out the key Board level themes arising from the appraisal discussions, and no individuals will be identified.
- 3.10 The Chair will identify any development needs either on an individual or whole Board basis, and will ensure this is properly followed up and made available through the officers of ARB.
- 3.11 The appraisal process will be repeated in subsequent years, as described above, and will be evaluated to ensure it continues to be effective.