CILEx Regulation Board: APPRAISAL

Appraisal of Board Members:

Appraisals of individual Board members take place annually after the end of the calendar year and reflect performance over the previous twelve months.

Appraisals are conducted by the Chair of the Board. The appraisal process for Board members is as follows:

- The Chair will invite the Board member to prepare to discuss their performance in the following areas at an appraisal meeting:

  - time and attendance;
  - specific responsibilities (portfolio and other roles, such as committees) working groups etc;
  - general contribution;
  - relationships (internal and external);
  - areas of focus for the next period.

- Before the appraisal meeting the Chair will seek feedback from other Board members where appropriate and the Executive. The Chair is to determine the process for the collation of feedback.

- An appraisal meeting takes place, where the relevant areas of performance are discussed.

- A summary of the outcomes of the discussion is prepared by the Chair and agreed with the Board member (meeting record form attached). The Board member and Chair sign the form as an accurate record of the discussion. The completed appraisal form is then logged with the Board Secretary.

Appraisal of Chair:

The Chair will be appraised annually by a senior Board member. The appraisal process for the Chair will be as follows:

- The appraising Board member will invite the Chair to prepare to discuss their performance in the following areas at an appraisal meeting:

  - visibility as Chair;
  - management style (inclusive /exclusive);
  - ownership of and Identification with CILEx Regulation strategy
  - leadership skills;
  - chairing skills;
  - relationship (with Board members, executive and external stakeholders).

- The appraising Board member will seek feedback from other Board members, the executive and external stakeholders as appropriate. The appraising Board member will determine the process for collection of feedback.

- An appraisal meeting takes place, where the relevant areas of performance are discussed.

- A summary of the outcomes of the discussion is prepared by the appraising Board member and agreed with the Board Chair (meeting record form attached). The appraising Board member and Chair will sign the form as an accurate record of the discussion. The completed appraisal form is then logged with the Board Secretary.

CILEx Regulation Board Member Appraisal

Board Member Name:		**Date of Appraisal:**	
Appraisal completed by:			

Area for discussion:	
Time and attendance:	
Specific responsibilities:	
General Contribution:	
Relationships (internal and external):	

Areas of focus for the next period:	

Reviewer Summary Comments: (to be completed by the Chair)

Board Member Comments:

Board member signature:		Date:	
Chair signature:		Date:	

CILEx Regulation Chair Member Appraisal

Chair Name:		**Date of Appraisal:**	
Appraisal completed by:			

Area for discussion:	
Visibility as Chair:	
Management style (inclusive /exclusive):	
Ownership and identification with CILEx Regulation strategy:	
Leadership skills:	

Chairing skills:	
Relationships with Board members:	
Relationships with executive team:	
Relationships with external stakeholders:	

Reviewer Summary Comments:

Chair Comments:

Chair signature:		Date:	
Reviewer signature:		Date:	