

**BOARD TRAINING AND APPRAISAL 2016/17**

Report of the Finance Director & Company Secretary

**1. SUMMARY**

This report sets out arrangements for Board and Operational Board Training and Appraisals for 2016/17 as recommended by the Governance Committee on 14 April 2016 and approved by Derby Homes Board on 26 May 2016.

**2. RECOMMENDATION**

To note arrangements for

1. Board Training Programme 2016/17
2. Annual appraisal of Operational Board Members.

**3. MATTER FOR CONSIDERATION**

**Training 2016/17**

- 3.1 Attached at Appendix 1 is the proposed Board Training Programme 2016-17 for Derby Homes Board and Operational Board Members.
- 3.2 This year's programme is aimed at our newer Board Members, particularly on the Operational Board where there has been significant turnover over the last year.
- 3.3 All Board Members will be invited to each training session by the Governance Team, nearer the time.

**E Learning**

- 3.4 Derby Homes' e-learning site is currently being refurbished and we hope to be able to reintroduce some basic level training and access to Derby Homes' policies for all our Board Members in the near future.

**Appraisal**

- 3.5 The Derby Homes Board has adopted the NHF Code of Governance 2015. The Code requires

*'D9 A full and rigorous appraisal process for the individual members of the board and its committees, including the chairs, must be carried out at least every two years.'*

- 3.6 To ensure compliance with the Code of Governance we will be carrying out main Board Member appraisals during the Summer of this year. The Operational Board is a committee of the Derby Homes Board and therefore, for the first time and in accordance with the Code, the appraisal of Operational Board Members will also be carried out.
- 3.7 The Board has agreed that appraisals for both Boards should be carried out internally, led by the Chair of Derby Homes, with officer / administrative support as required. The appraisal of Operational Board Members will be carried out later in the year.
- 3.8 The objectives of the Board Member appraisal process are to
- Assess performance of individual Board Members measured against a set of agreed competencies
  - Update skills and identify any gaps
  - Identify individual training or development needs
  - Set objectives for the next twelve months
  - Review attendance
- 3.9 As part of the appraisal process, Board Members' will be asked to complete a self-assessment, to be agreed by the Chair of Derby Homes.
- 3.10 Board Members will also be asked to give an assessment (via email) of the performance of the Chair of the Operational Board.
- 3.11 Further details of the appraisal process will be brought to the August meeting of the Operational Board.

### **Skills Audit**

- 3.12 Board Members will be asked to complete a skills audit annually, before the appraisal process commences and will form part of the discussion at the appraisal meeting along with the identification of any training and/or development needs.

## **4. RISK IMPLICATIONS**

The Board's adopted Code of Governance (NHF 2015) requires '*new Board Members to receive a properly resourced induction and ongoing learning and development during their tenure so that they can discharge their duties.*' Failure to provide training will result in a non-compliance of the Code and could result in ineffective meetings and poor decision making.

The areas listed below have no implications directly arising from this report:

Legal and Confidentiality  
Council  
Personnel  
Environmental  
Equalities Impact Assessment  
Health & Safety  
Policy Review

If Board Members or others would like to discuss this report ahead of the meeting please contact:

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Background Information: None

Supporting Information: None