**Chair and board member appraisals**

**It is good practice for all local Healthwatch to carry out Chair and board member appraisals. The process will differ for each local Healthwatch, but this checklist from Healthwatch Salford will help you think through what you should have in place. There are also templates you can use for your appraisals below.**

**Checklist**

|  |  |
| --- | --- |
| **Checklist** | **Action** |
| Does your Board have an appraisal process for Chair and board members? |  |
| Does your Board understand why it should have an appraisal process? |  |
| What should your Chair appraisal process cover? |  |
| What should your board member appraisal cover? |  |
| Are you clear about who appraises who? |  |
| How often does your Board carry out Chair and board member appraisals? |  |
| What role does self-appraisal play in Chair and board member appraisals? |  |
| What role does peer appraisal play in Chair and board member appraisals? |  |
| Does anyone else contribute to appraisals? (lead officer and commissioner are possibilities) |  |
| Is there a Chair succession strategy in place for interim and permanent replacement? |  |

**Healthwatch Chair appraisal template**

**Healthwatch Salford uses this, and you can adapt it to your needs**

This form covers both the Chair's self-appraisal and the board member's appraisal of the Chair. They cover the qualities sought in a Healthwatch Chair. Although a scoring matrix is shown below, there can be comments as well as or instead of a score.

5 Excellent 4 Very Good 3 Good 2 Fair 1 Poor

|  |  |
| --- | --- |
| **Quality** | **Self-appraisal / appraisal by board member** |
| Three Achievements | 1.
 |
| Team building |  |
| Chairing of meetings |  |
| Time management |  |
| Listening skills |  |
| Flexibility |  |
| Championing  |  |
| Handling difficult situations |  |
| Motivating |  |
| Relationship with the lead officer |  |
| Chair succession strategy |  |

**Healthwatch board member appraisal template**

**Healthwatch Salford uses this, and you can adapt it to your needs**

This form covers your peer appraisal of the board member. They cover the qualities sought in a Healthwatch Board Member. Although a scoring matrix is shown below, there can be comments as well as or instead of a score.

5 Excellent 4 Very Good 3 Good 2 Fair 1 Poor

Board member name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Quality |  |
| How are they finding the role? |  |
| Three achievements |  |
| Understanding the parameters of the role |  |
| Honesty |  |
| Listening |  |
| Speaking |  |
| Acceptance of different points of view |  |
| Team working |  |
| Focus |  |
| Personal development |  |
| Supportive (including of the Chair) |  |