

2gether NHS Foundation Trust
Board Meeting Evaluation Sheet

As a Board we have three key functions.

- To formulate strategy,
- To ensure that the organisation is held to account for delivering the organisations strategy and is acting in accordance with Nolan principles
- To shape a healthy Board and organisational culture.

Underlining these three key roles are three building blocks that enable the Board to exercise their roles effectively.

- Ensuring the Board is informed about the external context within which we have to operate
- Ensuring that the Board is informed by and shapes the intelligence which provides an understanding of the needs of the people we provide care and support to, along with trend and comparative information on how the organisation is performing and has access to market and stakeholder analysis.
- Ensuring that the Board gives priority to engagement with stakeholders and opinion formers within and beyond the organisation with an emphasis on healthy dialogue and our accountabilities to our patients, the public, our staff, governors and members as well as our commissioners and regulators.

Our Board meeting review sheet is an opportunity to test how well we did this month in our Board meeting. It is in four sections.

- Ensuring that the Board has appropriate information in an appropriate manner to enable it to be well informed and to ensure that it is focussed on the right things at the right time
- Ensuring that the Board has access to information and debate to assure itself that the organisation is delivering its strategy
- Ensuring that we are promoting a healthy culture.
- Ensuring that we are Identifying operational risks and taking appropriate actions to ensure that they do not impact on the Quality, Safety and/or Sustainability of the services we provide

DATE OF MEETING:

NAME:

Appropriate information				
	General Comments	Yes	No	Partially (please elaborate)
1. Have our Board papers and our discussions enabled you to enter the Board meeting with a clear understanding of our agenda for the day and how this related to our purpose, strategic direction and vision.		(7)	(0)	
2. Have Board papers enabled you to be satisfied that you came into the Board meeting appropriately informed to enable you to have given forethought to issues, clarifications you required, challenges you wished to test and having been able to form initial views where required.	Yes – apart from the Full Business Case paper.	(6)	(0)	(1) – Too many pages to read and study properly.
3. Were our papers clear, precise and contextualised	Yes – Business Case not clear but revised paper received. No – Full Business Case incomplete & changes not tracked	(3)	(1)	(2) – Pity about the Business Case paper. - Private Section Business Plan Draft Paper
Assurance on progressing our organisational strategy				
	General Comments	Yes	No	Partially (please elaborate)
4. Have our Board papers and discussions today enabled you to be clear about the progress we are making against our three strategic priorities.	Yes - Strong Performance clinically, financially, access times and staff engagement. - Yes with a real focus at this meeting regarding merger - Good Quality conversation about engagement, quality and sustainability	(7)	(0)	
5. Where our progress is off target, you are clear why, clear on what is being done to address performance and clear on how risk is being mitigated.	Yes - CYPS referral to treatment within 8 and 10 weeks. Dementia weight assessment. Adult Eating Disorders KPI. - IAPT paper will come in May	(7)	(0)	
6. Are you assured that our Board papers and discussions today have addressed any concerns that might point towards potential difficulties with our control processes.		(7)	(0)	
6a) If you are <u>not</u> assured, do you feel that these concerns have been recognised and appropriate action is being taken.				

Shaping Culture				
	General Comments	Yes	No	Partially (please elaborate)
7. Have our discussions today enabled you to be clear on how visible the Board is within the organisation and how our vision and values are being effectively communicated.	Yes - Not all NED's activity reports visible but Anna leaving meant reminder didn't go out - Senior Leadership Network including both execs and NEDS - Activities Sheets	(7)	(0)	
8. Are you clear from today's Board meeting of any key challenges we have in ensuring a healthy culture and the steps we are taking to address these.	Yes - Good discussion on capacity and how the shadow execs are supporting each other - Staff Survey - Good paper on diversity	(7)	(0)	
Operational progress and risks				
	General Comments	Yes	No	Partially (please elaborate)
9. From our Board papers and discussions today are you clear on where we are doing well, have a clear understanding of our top operational risks and how we are mitigating these.	Yes - Didn't discuss risks but Delivery Committee did discuss them day before. - Governor support should go on the risk register	(7)	(0)	
10. From today's meeting if you have any ongoing concerns to which you feel that there is insufficient current assurance, are you clear on what we are doing as a Board to address this	No – Tendency on Leadership Strategy discussion to jump to operational tasks and action plans without having a quality discussion on principles and broad direction. Lack of contribution from a number of colleagues.	(5)	(1)	