

## Board Appraisal Policy

Title:	Board Appraisal Policy
Person Responsible:	Company Secretary
Customer consultation arrangement:	None
EIA required	No
EIA Completed (date):	
Approved by:	
Business Strategy Theme:	All Themes
Approval Date:	
Links to other Policies:	NHF Code of Governance Code of Conduct Board Member Services Agreement
Review Date:	Three years, unless required sooner

Document management		
Version	Date amended	Amendments
1	May 2024	New policy.

## **1. Purpose**

- 1.1 Lune Valley Rural Housing Association (LVRHA) is a registered provider (housing association) and was formed in 1989. We own and manage approx. 106 homes across a wide geography in the Lune Valley area. LVRHA is committed to providing excellent services, creating safe and sustainable communities and promoting pride in its neighbourhoods.
- 1.2 The aim of this policy is to ensure that there is a rigorous and documented appraisal process for individual members of the Board.

## **2. Regulatory and Legislative Requirements**

- 2.1 This policy complies with the NHF Code of Governance 2015 - 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. Scope of Policy**

- 3.1 This policy applies to all Board Members, including the Chair.

## **4. Appraisal Process**

- 4.1 All Board Members are subject to regular performance reviews (appraisals). Performance is measured against specific tasks required as set out in the relevant role description, person specification and Board Member Agreement.
- 4.2 The NHF Code of Governance 2015 requires appraisals to be conducted at least every two years and LVRHA will comply with this as a minimum. It is the intention of LVRHA to conduct appraisals every year, with an discussion between each individual Board member and the Chair.
- 4.3 The Chair will discuss their own performance with the Board on an annual basis.
- 4.4 The purpose of the appraisal process is to assess the conduct and contribution of individuals, aspirations, intentions regarding retirement/re-election and identify training/development/support needs.
- 4.5 Members will be asked to complete a self-assessment prior to the appraisal meeting.
- 4.6 Each appraisal will be documented and recorded on the LVRHA Board Portal.

## **5. Monitoring & Review**

- 5.1 The Chair will report to Board annually about the progress made to complete the annual appraisal process.
- 5.2 The Company Secretary will monitor the implementation of this policy.
- 5.3 This policy will be reviewed by the LVRHA Board every three years, or where there have been significant changes to regulation or legislation to warrant a further policy review. The Policy may also be reviewed sooner where there is a need to address operational issues or culture concerns or where best practice has evolved and there is a need to incorporate this.