

<b>BRENT HOUSING PARTNERSHIP BOARD MEMBERS APPRAISAL FORM</b>
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## **PURPOSE**

The Chair of the Board will hold an annual appraisal by means of an informal discussion with each board member to assess their performance as part of BHP's commitment to continuous improvement.

Completion of this short form gives members an opportunity to take stock, review their contribution to the work of BHP over the last year and identify training and any other requirements which need to be addressed in the next year.

Completed forms will be held as confidential information by the Company Secretary.

<b>Name:</b>	
<b>When appointed to the Board :</b>	
<b>Number of Board meetings attended in last year :</b>	
<b>Membership of committees and number of meetings attended in last year :</b>	
<b>Date of appraisal :</b>	

**Personal Contribution**

How do you rate your personal contribution in the following areas:	Excellent	→			Poor
		(Please tick)			
	5	4	3	2	1
Responding to invitations and correspondence from BHP officers					
Attendance at Board & committee meetings					
Reading all papers prior to the meeting					
Working cohesively with your Board and committee colleagues					
Probing issues or proposals that are not clear to you					
Keeping your contributions brief and to the point					
Working productively with senior staff					
Using your experience to enhance Board decisions					
Attending "Away Days" and training events					
Attendance at BHP functions i.e. Open Day events					
Representing BHP elsewhere					

**Do you feel your personal performance has improved over the last year?**

**If not, is there anything that could be done to assist?**

**Training**

**What training have you attended over the last year?**

**Quality and relevance of training?**

**How would you rate the quality and relevance of the training provided?**

How confident would you be in explaining the following issues to (say) an Audit Commission Inspector without any prior briefing: (5 is Very Confident and 1 is Not Confident At All).	Very Confident	→ (Please tick)			Not Confident at all
		5	4	3	
BHP's mission and values					
BHP's service objectives					
The key points of the annual Delivery and 5 year business plans					
BHP's business development plans					
The role of a Board member					
The Board's Code of Conduct					

Listed below are some of the headings which may describe the knowledge/skills you contribute to BHP. Please tick all those that apply to you. Please also tick any areas of knowledge/skills that you would like to develop.

	Already Have	Wish to Develop
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Governance		
Strategic management		
Business planning		
Risk management		
Our residents' needs & concerns		
Housing management		
Finance		
Legal issues		
Diversity & Equality issues		
Housing Development		
Maintenance & building construction		
IT		
Employment/personnel issues		
Public relations		
Any others?		

**Are there any skills/knowledge which you have that are under utilised/not recognised by BHP? Please give details below.**

**COMING YEAR**

Please use the space below to indicate ways in which you would most like to contribute and/or ways in which you think you can be most useful to BHP in the next 12 months. Listed below are some specific types of events/activities at which it is often useful or even necessary for a Board member to attend. Please indicate if you would like to help and may be available for any of these events.

Board Away Days	Weekends	YES/NO
Training courses	9am to 5pm	YES/NO
Training courses	3pm to 7pm	YES/NO
RCAC	Evenings	YES/NO
Working Parties/Review Groups	To Suit	YES/NO
BHP Open Day events	Usually from 12noon to 5pm	YES/NO
Conferences	Daytime and occasionally overnight	YES/NO
ALMO Board members conference	Usually weekends	YES/NO
Disciplinary/grievance final stage appeal hearings	Daytime	YES/NO

**OTHER COMMENTS**

**Signed** ..... **Dated** .....  
**Board Member**

**Signed** ..... **Dated** .....  
**Chair of Board**