

MEETING DATE: 19th November 2019

REPORT TITLE: ITEM 8 - Board self-evaluation proposed questions

APPENDIX: 1 – DRAFT evaluation survey 2019

1) Strategy

- a) We develop strategy effectively
- b) We are clear about what we want to achieve
- c) We have well documented goals and priorities
- d) Our agendas reflect our strategic plan and priorities
- e) We know how we are doing against our strategic priorities

2) Business Planning and Performance

- a) We have a clear business plan for the year ahead
- b) Our business plan reflects our priorities
- c) We have an effective business planning process in place
- d) We evaluate the company's performance effectively
- e) We use clear and relevant performance indicators
- f) We know how we are doing against our business objectives

3) Financial oversight and accountability

- a) We monitor financial performance effectively
- b) We keep ourselves well informed about the financial status of the company
- c) We fully understand our funding model
- d) We know what resources we have
- e) We fully understand our fiduciary duties and discharge them effectively
- f) We engage effectively with budget setting

4) Risk

- a) We manage risk effectively
- b) We have well developed and effective risk management strategies and processes
- c) We regularly review potential sources of risk and put plans in place to mitigate these

5) Stakeholder Engagement

- a) We identify primary stakeholders and ensure that performance results are communicated effectively to them
- b) We use feedback from stakeholders to inform our strategy and business planning

6) Control

- a) We ensure timely independent audit
- b) We understand compliance required of regulatory bodies

- 7) Governance**
- a) We comply with our Code of Conduct
 - b) We comply with our Standing Orders
 - c) Arrangements for reviewing the performance of individual Board members work well
 - d) We manage conflicts of interest well
- 8) Relationships within the Board**
- a) Relationships within the Board work well
 - b) Discussion at meetings promotes well informed and evidence based decisions
 - c) We take collective responsibility for our decisions even where we as individuals disagree
 - d) Board meetings are always interesting
 - e) Board meetings are frequently fun
 - f) Everyone contributes skills, enthusiasm, energy and leadership
 - g) We evaluate our performance as a Board effectively
- 9) Relationship with Executive**
- a) We are clear about our roles and responsibilities
 - b) There is a clear understanding of where the Board's role ends and the CEO's begins
 - c) We have effectively monitored the performance of the Executive
 - d) Our relationship with the office teams works well
 - e) We provide a source of direction and advice to the Executive team
 - f) We communicate well with the Executive team
 - g) We give the Executive helpful feedback
 - h) The Executive provide relevant information to the Board in a timely way
 - i) We are adequately briefed on relevant issues
- 10) Relationship with CILEx**
- a) Our relationship with CILEx works well
 - b) We engage constructively with CILEx
- 11) Board composition**
- a) We have the right number of seats on the Board
 - b) We have the right skills mix
 - c) Our portfolio structure works well
- 12) PR/External Communication**
- a) We communicate effectively through use of *Regulation Matters* monthly web based publication, annual reports, press releases, our website and social media outlets
 - b) We are effective in communicating our brand to professionals within the legal services market

13) Meetings

- a) The frequency of meetings works well
- b) The length of meetings works well
- c) Telecons work well
- d) Time at meetings is used effectively
- e) Agenda setting by the CEO and Chair works well
- f) Agendas cover relevant business issues
- g) The agenda setting process enables Board members to raise issues and concerns
- h) Information provided at meetings is concise, clear and relevant
- i) We come to meetings prepared
- j) We use technology effectively