

Board Appraisal Framework Timetable 2025/26

Aligned to the requirements of the [NHS Board Member Appraisal guidance](#), April 2025

Date	Action	Lead	Notes/Complete
December	Timetable/process confirmed with Chair/Lead Governor for Non-Executive Directors and Chief Executive/Chief People Officer for Executive Directors Council of Governors' paper for approval Remuneration and Nomination Committee paper for approval	TrustSec	
January/ February	Agree internal/external stakeholders for multi-source feedback request for Chair/NEDs/Executives Confirm final format for ESNEFT Board appraisal form	TrustSec/Chief People Officer	2/12/25: Appraisal form based on NHS form, amended to reflect ESNEFT requirements as agreed with the Assistant Director Organisational Development and Culture
February	All appraisal dates/meetings set for April-May: <ul style="list-style-type: none"> NEDs only meeting with SID without Chair (prior to Chair's review) SID/Lead Governor preparatory meeting Chair/SID/Lead Governor review of Chair (early April) Chair review of Chief Executive (after Chair's review) Chair reviews of NEDs (by mid-May) Chief Executive reviews of each Executive Director (by mid-May) Mid-year reviews 	Chair's EA Chief Executive's EA	
Mon 2 March	Request multi-source feedback for each Board member (deadline Fri 27 March) Share appraisal form (which includes link to appraisal preparation form) with each Board member	Chair/Chief Executive's EA	Copy in Board appraisal framework folder
Early March	Regional Director guidance sought for Chair objectives	SID	
March	Approval of operational/business plan 2026/27 to inform objective setting	Board	
Mon 30 March	Analysis of multi-source feedback results for each Board member	SID for Chair Chair for NEDs Chief Exec for Execs	

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April-mid May	Board member review meetings undertaken Fit and Proper Person annual checks undertaken by Trust Secretary and self-attestation forms completed by each member in scope; paper prepared for early July Board	SID/Lead Gov Chair Chief Exec TrustSec	
Late May/early June	Papers prepared for Council's Appointments and Performance Committee, June; NED performance ratings agreed, forms completed/signed and added to personal files	TrustSec SID for Chair Chair for NEDs	
June TBC	Appointments and Performance Committee considers outcome for reporting to Council <ul style="list-style-type: none"> • NED reappointment/extension decisions as required 	Chair/SID TrustSec	
Late June	Council of Governors in private approves Chair/NED review outcome	SID/Lead Gov Chair	
NHSTs by Mon 30 June	NHS England » New board member appraisal framework with submission dates SID/Chairs of NHSFTs encouraged to share outcomes of their appraisals with NHSE	TrustSec Chair	
30 June	NHSE Fit and Proper submission	Chair/TrustSec	
30 June	ESR lead provided with appraisal dates and FPPR checks for update of personal records	TrustSec	
July Board in private	Report on completion of FPPR annual review	TrustSec/Chair	
July	Remuneration and Nomination Committee receives outcome of Chief Executive and Executive Director Reviews	TrustSec Chief Exec	
August	Confirm mid-year reviews scheduled	TrustSec	
September	Council in public receives short summary of Chair/NED performance review process	TrustSec	
30 September	Chairs of NHSFTs encouraged to share outcome of NED appraisals	Chair/TrustSec	