

Document	Board Performance Framework
What is this?	This is Carriglea Cáirde Services' current framework for assessment of Board performance
Governance Code Sections:	4.3 (a) 5.1 (a)
Notes:	<p>The Board Performance Framework is drawn up and agreed upon by the Board of the organisation. Its purpose is to provide a framework for annual review of:</p> <ul style="list-style-type: none"> • The Board • The performance of the Chair • The performance of individual Board members • The sub-committees' performance, structure, size, make up and • The adequacy of information for Board meetings

Carriglea Cáirde Services' Framework for Assessment of Board Performance

Version 16th January 2017

Implementation action 4.3(a) in the Governance Code stipulates that a yearly board review process should be agreed which includes a review of:

- the board;
- the performance of the chair;
- the performance of individual board members;
- the sub-committees' performance, structure, size, make up and;
- adequacy of information for board meetings.

The following framework has been agreed and is being implemented to show Carriglea Cáirde Services' compliance with this implementation action:

1. A questionnaire copy enclosed be filled out by all board members prior to the annual February meeting. This will include a self-assessment element as well as an assessment of the board performance in general.
2. A brief 'end-of-every-board-meeting' review at every board meeting which will document:
 - Did I participate? / Did I feel that I contributed?
 - Was I enabled to respond?
 - Did I find the documentation prepared for the meeting to be adequate?

This to be done via simple questionnaire sheet handed out at each meeting and to be filled in by board members before they depart. The summary findings to be included in the meeting minute for that board meeting.

3. Records to be kept and circulated regarding attendance of board members at board and subgroup meetings and published in annual audited accounts.
4. All the information gathered from the implementation of this framework to be circulated to the board as the basis for an annual governance review of Carriglea Cáirde Services to take place at the Board's annual November meeting.

In addition, the following **Board Attendance Policy** was agreed:

Carriglea Cáirde Services' Board Attendance Policy

Carriglea Cáirde Services is governed by a volunteer Board of Directors and a detailed 'Board Resource Pack' exists in which the role, responsibilities, expectations and supports for the board are as laid out. This is provided as a resource to all board members and all those thinking of putting themselves forward for board membership.

Carriglea Cáirde Services places great emphasis on the strategically important role of board members in ensuring best practice in governance. It is important for board members to understand and fulfil all the requirements of a board position as to do otherwise would mean that others are potentially blocked from having a board role that they might be very interested in.

It is the expectation of Carriglea Cáirde Services that all board members will attend all board meetings. The attendance by board members at all board meetings and subgroup meetings will be published annually in the annual accounts and will be the subject of annual review by the board at its annual February meeting

In the event of unavoidable inability to attend a board meeting, apologies must be sent to the CEO, Company Secretary or Chairperson. In this case, board members must undertake to read all meeting materials and make their views known in advance to the Chair about any item requiring a decision.

Board members should note that if they miss three or more meetings in a 12 month period without due cause, the agreed policy is that they will be asked by the Chair to resign. A place on Carriglea Cáirde Services' board is an important role and it is the board's view that all board places should be filled by people who have the ability to fulfil all the requirements of the role.

This policy was agreed by the board on _____ [16th January 2017] _____

It will be reviewed annually.