

Board effectiveness reviews



Plan & scope

- Assessment of governance requirements.
- Development of a governance framework to form the basis of the board effectiveness review and a checklist of requirements.
- Development of a questionnaire for stakeholder interviews based on the governance framework.



Review & analysis

- Review of any constitutional documentation including terms of reference, annual reports, job descriptions, agendas, minutes and other board communication.
- Assessment of existing board and committee structures.
- Face-to-face interviews with key stakeholders to establish how well the board and committees are working in practice against the governance framework.
- Analysis of interview feedback and document review to identify where governance requirements are being fully met and where there are gaps.
- Scores will be awarded for each of the framework points with an overall grade allocated.



Conclusions & recommendations

- Initial presentation of key findings to relevant committee.
- Preparation of a detailed report outlining key findings with recommendations for improvement.