

Board Performance Reviews

Our board performance review services are tailored to address the unique needs and expectations of each board, ensuring both independence and integrity. With extensive experience in conducting independent reviews across various industries, we deliver insightful and reliable assessments.

We apply the key principles of the Chartered Governance Institute's [Code of Practice for Board Reviewers \(2023\)](#) when delivering our services:

1. *Competence and Capacity:* Our deep understanding of board dynamics and governance issues, is reflected in our bespoke reviews using various methods including questionnaires, interviews, board meeting observations, stakeholder engagement, and evaluation of board documentation. We are also guided by the [Financial Reporting Council's 2018 Guidance on Board Effectiveness](#). Each review is tailored to our client's unique requirements, ensuring a detailed and actionable report.
2. *Independence and Integrity:* We are committed to maintaining the highest standards of independence and integrity. When offering multiple services to the same client, we ensure full transparency by disclosing all services provided on our website. We have a strict policy in place to manage potential conflicts of interest, which includes a thorough review process before, during, and after any engagement. This process involves identifying and declaring any potential conflicts, implementing measures to mitigate them, and continuously monitoring the situation to ensure unbiased and fair conduct. In addition, we limit the duration of our relationships as an independent board reviewer with clients to a maximum of two consecutive full board performance reviews and associated follow-up work.
3. *Client Engagements:* We engage in thorough discussions with the chair, company secretary, and other stakeholders to define the scope and approach of each review. This will include arrangements to ensure confidentiality and transparency. Clear terms of engagement and fixed fees are established to ensure tailored and effective reviews.
4. *Client Disclosure:* We review and comment on public disclosures related to our reviews and are proactive in ensuring that clarity, accuracy and balance in public statements are maintained.

How do we conduct an independent board effectiveness review?

1. Preparation	• Define Objectives: we ensure we understand the specific goals of the review, such as improving governance, enhancing board performance, and ensuring alignment with the organisation's mission. • Set Scope and Criteria: we work with the Chair to determine the scope of the review and the criteria for evaluation, including board composition, skills, effectiveness, and alignment with the organization's values.
2. Planning	• Develop a Timeline: we create a detailed timeline for the review process, including key milestones and deadlines.

	• Gather Documentation: we collect relevant documents such as board minutes, policies, strategic plans, and previous review reports. • Communicate with Stakeholders: we inform all board members and relevant stakeholders about the review process and their involvement, ensuring there is a transparent process.
3. Data Collection	• Document Review: we analyse board materials, minutes, policies, and other relevant documents which will be used to assess compliance and effectiveness. • Observation: attend agreed board/committee meetings to observe the dynamics, interactions, and decision-making processes. • Surveys: we create and distribute customised surveys to board members and stakeholders that align with the agreed criteria. • Interviews: Then we conduct confidential interviews and with board members, executives, and other key stakeholders gathering to build on the quantitative data gathered, observations and document review.
4. Analysis	• Evaluate Findings: we analyse the data collected identifying the areas of strong performance and areas needing improvement. • Benchmarking: we compare the board/committee's performance with good practice and standards.
5. Reporting	• Draft Report: we prepare a comprehensive report detailing the findings and recommendations. • Review with board: we present the draft report to the board for feedback and discussion. • Finalise Report: we incorporate feedback and finalise the report.
6. Action Plan	• Develop Action Plan: we work with the board to create a detailed action plan to address the recommendations, with clear timelines, responsibilities, and measurable outcomes. • Assign Responsibilities: we can help allocate tasks to specific board members or committees to ensure accountability. • Monitor Progress: we can establish a process for monitoring the implementation of the action plan and reporting on progress to the board and stakeholders.

7. Follow-Up	• We encourage a culture of continuous improvement and regular self-assessment to maintain high standards of governance and board effectiveness.
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What are the benefits of a board performance reviews?

A board performance review offers valuable benefits for organisations and their boards, including:

1. **Self-Reflection and Improvement:**
 - Allows boards to look inwardly and identify areas for improvement.
 - Provides a structured process to assess and improve board performance, effectiveness and governance practices.
2. **Strategic Alignment:**
 - Helps the board stay on track to achieve the company's strategic objectives.
 - Ensures that board discussions and decision making align with organisational goals.
3. **Enhanced Decision-Making:**
 - Promotes robust discussions and informed decision-making within the board.
 - Identifies area where decision processes can be improved.
4. **Diversity and Skill Enhancement:**
 - Allows boards to review and improve their diversity of skills, backgrounds and perspectives.
 - Can support succession planning by assessing the skill base of board members.
5. **Risk Mitigation:**
 - Helps identify vulnerabilities and areas where risk oversight and accountability can be strengthened.

Contact us to discuss your board performance review.