

# Director Annual Review

Reviews will take place annually with the Chair of the Board. If there are concerns over director performance these sessions may be held more frequently. A written record is kept detailing the content, time and date of each meeting held for each Director.

<b>Director</b>	
<b>Review Period</b>	
<b>Date of Review Meeting</b>	

<b>Agenda</b>
Themes to be discussed



**Review of previous years contribution to the board**

**Plans for forthcoming year**

To include full board actions and individual director actions



<b>Development and training</b>
Any personal development actions or training needs that have been identified.
<b>Other</b>

**It is important that a written record of this discussion is kept detailing the content, time and date of each appraisal held for each employee. Please complete all the above discussions with your employee and both sign the checklist within 14 days of completion.**

<b>Director comments</b>



<b>Director's Signature</b>		<b>Date</b>	
<b>Chair Signature</b>		<b>Date</b>	

**This is a controlled document. It should not be altered in any way without the express permission of the author or their representative. On receipt of a new version, please destroy all previous versions.**

<b>Document No.</b>	QF109.1		<b>Original issue date:</b>	01/05/2023
<b>Document Title:</b>	Director 1:2:1 Form		<b>Author:</b>	Tracey Camps
<b>Version:</b>	1	<b>Pages:</b>	3	<b>Last reviewed:</b> New
<b>Approved by:</b>	ODAG		<b>Next review:</b>	01/05/2025

