

Board meetings

- Have we discussed recently the frequency and duration of our board meetings?
- Does the Chair approve the agenda?
- Do we receive agenda and papers a week ahead of the meeting?
- Is there a good balance between monitoring and conformance on the one side, and visioning and future planning on the other?
- Are the papers clear and well-structured?
- Are we clear what decisions are required from the board at each meeting?
- Is the meeting room comfortable and free of distractions? Is any necessary equipment (e.g. audio-visual) available?
- Are the minutes of the last meeting available for signing?
- Are spare copies of agenda and papers available, if needed?
- Is there a high level of attendance?
- Does the whole board participate in debate?
- Does the Chair encourage, manage, control individual contributions?
- Are potential conflicts of interest declared, and dealt with?
- Do we make well-considered decisions, and would they stand up to scrutiny?
- Are we clear about the rules of confidentiality, and joint responsibility for decisions taken?
- Do we use task forces and sub-committees to address issues which are more effectively explored outside the boardroom?
- Do we use retreats and strategy sessions to encourage blue-sky thinking?
- Do we receive appropriate input from staff, from external experts or consultants to arrive at decisions on complex issues?
- Do we record our decisions, and monitor implementation?
- Have we prepared an action list, or are minutes annotated to highlight actions?
- Have we discussed the format of the minutes recently? Are they issued promptly after the meeting?
- Are future meetings scheduled well in advance?

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