

PROTECT – APPOINTMENTS IN CONFIDENCE

The new [Code of Governance](#) for NHS Provider Trusts states that Chairs or Non-executive Directors should not remain in post beyond nine years from the date of their first appointment to the board of directors and any decision to extend a term beyond six years should be subject to rigorous review. To facilitate effective succession planning and the development of a diverse board, this period of nine years can be extended for a limited time, particularly where on appointment a Chair was an existing Non-executive Director. The need for all extensions should be clearly explained and should have been agreed with NHS England. A Non-executive Director becoming Chair after a three-year term as a Non-executive Director would not trigger a review after three years in post as Chair.

Consideration of cases to extend beyond 6 years apply to:

- **NHS Trust and Foundation Trust Chairs**
- **NHS Trust Non-executives Directors (NEDs)**

This proforma is designed to provide a consistent structure to support systems in ensuring that rigorous review is applied when considering extending Chairs and Non-executive Directors beyond six years. For any queries and/or completed proformas please contact one of the [team](#) directly or england.chairsandneds@nhs.net

Please note all cases for **Chairs** beyond 6 years will be subject to approval from NHS England’s Chief Operating Officer. For FT Chairs support from the Council of Governors should be sought before submitting to NHS England.

Name	
Organisation	
Role	
Term end	
Years served as chair	
Years served as NED (and Associate NED if applicable)	
Years served in same organisation	
Proposed extension period	
NHS Regional Director approval	
FT Council of Governors support	



Please complete the following sections:

1. What are the exceptional circumstances? Please provide a clear explanation of the need for extension and associated timelines including the impact losing this individual's knowledge and experience will have.

Note: Exceptional circumstances for extending might be in response to a need for stability over a particular period. This should be strictly limited to and consistent with the issue(s) under consideration.

2. Why is an open competition not right at this time, and give details of this proposed term length (i.e. if longer 1+ year)?

3. What plans have you considered for succession after this period?

4. What is your assessment of the performance of the organisation, board dynamics and effectiveness?

5. Does this recommendation have the support of the ICB chair?

Note: For Chairs, what has been the impact of individual's contribution to the objectives of the integrated care system(s)?

6. Do you have a recent and satisfactory appraisal?

Note: For chairs this should demonstrate positive feedback from key local and wider system stakeholders and is there evidence of continued support from local stakeholders and the wider system?

7. What positive impact has been made by the individual on EDI and organisation culture?

Note: What is the evidence of leading for inclusion and reducing health inequalities?

8. Are there any known concerns over performance, behaviour, or unresolved grievances?



