



## MLHU Self-Assessment of Board Functioning

November 2012

**The survey is expected to take approximately 10-15 mins**

**Please complete by November 30, 2012.**

As part of the Board's commitment to good governance and continuous quality improvement, all Board members are invited to complete the Board of Health Performance Assessment Tool. The tool is intended to

1. focus on the Board as a whole,
2. identify areas of strength, and
3. areas that could be enhanced.

Your participation is voluntary and you may choose not to participate or not to respond to all questions.

You can complete the survey online or on paper. A link to the online survey will be emailed to you. If you complete the paper version please return this questionnaire in a sealed envelope to Sherri Sanders, Executive Assistant to the Board of Health.

The self-assessment tool "*Performance of Individual Board Members*" should not be submitted. It is provided to support self-reflection on your role as a Board member.

The results will be summarized and shared with the Board. All responses will be handled in confidence and individual responses will not be identifiable from the summary. The questionnaires will be kept confidential in our records for 7 years to comply with our Middlesex-London Health Unit Classification System / Retention Schedule.

If you have any questions about the survey, please contact Sherri Sanders, 519-663-5317, Ext. 3011 or at [sherri.sanders@mlhu.on.ca](mailto:sherri.sanders@mlhu.on.ca)

**Thank you**

## A. Knowledge and Information Needs

***Self-evaluation process shall include consideration of whether members remain abreast of major developments in governance and public health best practices, including emerging practices among peers (Organizational Standard 4.3).***

Please indicate the extent to which you agree with the following statements?

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
<b>1. The Board has a common understanding of the Board's mandate, scope, and authority.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. The Board keeps abreast of relevant trends, events and emerging issues in public health.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. New Board members receive an effective orientation to their responsibilities as a Board member.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. The board is satisfied with the ongoing education it receives in order to fulfill its responsibilities.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B. Meeting and Decision-Making Processes

***Self-evaluation process shall include consideration of whether decision-making is based on access to appropriate information with sufficient time for deliberations (Organizational Standard 4.3).***

	Strongly Disagree	Disagree	Agree	Strong Agree	Don't Know
5. Board members come prepared to participate in the discussion and decision-making so that all necessary board business is addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The Board uses its meeting time effectively and efficiently (i.e. discussion is focused, clear, concise and on topic, start/end on time).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. All Board members participate in important board discussions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Board members do a good job of encouraging and dealing with different points of view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Decisions by Board members are supported once made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Board members respect the rules of confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The Board ensures that decisions are based on accurate, timely and the best available information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### C. Response to Important Issues

***Self-evaluation process shall include consideration of whether any material notice of wrong-doing or irregularities is responded to in a timely manner (Organizational Standard 4.3).***

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
<b>12. The Board ensures processes are in place to identify, assess and manage any risks to the Health Unit.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. The Board follows the process for handling urgent matters between meetings.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### D. Reporting Systems to the Board

***Self-evaluation process shall include consideration of whether reporting systems provide the board with information that is timely and complete (Organizational Standard 4.3).***

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
<b>14. The Board has adequate information to monitor organizational performance (e.g. knowledge of programs and services offered; delivery of Ontario Public Health Standards and protocols; work force issues, MOH/CEO performance assessment, etc.).</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. The Board is able to interpret and assess financial information to oversee financial performance effectively.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## E. Compliance with Regulatory Requirements

***Self-evaluation process shall include consideration of whether compliance with all federal and provincial regulatory requirements is achieved (Organizational Standard 4.3).***

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
16. The Board ensures that the Board bylaws are followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The Board is in compliance with all regulatory requirements related to the BOH, the MOH, and all applicable regulatory requirements related to the Health Unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## F. Strategic Outcomes

***Self-evaluation process shall include consideration of whether the board as a governing body is achieving its strategic outcomes. (Organizational Standard 4.3)***

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
18. The Board focuses on strategic long-term results and substantial policy issues rather than operational detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The Board ensures that the Health Unit is achieving its strategic plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The Board ensures the Health Unit is responsive to needs of local communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## G. Open-Ended Questions

21. Our greatest **STRENGTHS** as a Board are (list up to three):

22. Our greatest **CHALLENGES** as a Board are (list up to three):

23. What is the most important thing that you could recommend for **DISCUSSION** or **ACTION** in order to improve the Board's performance?

24. Please indicate **EDUCATION** and **TRAINING** opportunities needed to fulfill your responsibilities as a board member.

25. Do you have additional comments that will help the Board improve its performance?

**Thank you!**



## Performance of Individual Board Members (Not to be Submitted)

Are you satisfied with your performance as a Board member in the following areas?

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
1. I am aware of what is expected of me as a Board member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I have a good record of meeting attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I read the minutes, reports and other materials in advance of the board meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I frequently encourage other Board members to express their opinions at board meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am encouraged to express my opinions at board meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I feel comfortable to ask questions if I do not understand something.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I am a good listener at board meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I follow through on things I have said I would do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I maintain the confidentiality of all board decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. When I have a different opinion than the majority, I raise it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
11. I support board decisions once they are made even if I do not agree with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I stay informed about issues relevant to the Health Unit mission and bring information to the attention of the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I understand my legal responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Additional observations, comments or suggestions about my own performance as a Board member.					
<p><b>THIS QUESTIONNAIRE IS FOR INDIVIDUAL USE ONLY            AND IS NOT TO BE SUBMITTED.</b></p>					