

EXIT QUESTIONNAIRES

Draft Paragraphs to be included in valedictory letter to Board Member

I would be grateful if you would spare a few minutes to complete the attached questionnaire giving feedback on your time as a board member. This information is being sought to help us keep abreast of any emerging trends and to highlight areas both of good practice or which may need improvement.

Please be as frank as possible with your answers to the questions. The information you provide will not be used in any way that can identify you personally unless you have agreed to this in advance. You will see at the end of the questionnaire that you may also choose to remain anonymous if you wish.

You will also find enclosed a request for background information, similar to that which you provided when you first applied to the Board. This information is requested to help us identify whether there are any specific issues relating to particular groups of people that require action. We would be grateful if you would take a few minutes to complete this section as well.

Please return the completed questionnaire in the envelope provided to:

[Name

Departmental Public Bodies Co-ordinator (or other title)

Department]

If you are interested in applying for other public appointments visit the Public Appointments vacancy website at:

www.publicappts-vacs.gov.uk

or for more general information about Public Appointments visit:

www.publicappointments.gov.uk

Alternatively contact the Public Appointments Unit at the Cabinet Office on 0845 00 00 040 (or details of department's web site).

EXIT QUESTIONNAIRE

- 1. What is/are your main reason/reasons for leaving the Board (or choosing not to seek re-appointment?)**

- 2. Is there anything the organisation/department could have done to provide a basis for you to remain on the Board?**

- 3. How well do you think your training and development needs were assessed and met?**

- 4. Do you have any comments about the way you were appointed and about the appointment process?**

- 5. How closely did your experience as a board member match your expectations?**

- 6. How can the Department gather and make better use of the views and experience of the board members of its public bodies?**

7. What would you describe as the best aspect of your time as a member of the Board?

8. Please use the box below to add any further comments.

9. Details

If you wish to remain anonymous, please leave this box empty and simply return the form in the attached envelope.

Name:

Board:

Period of Appointment:

This questionnaire is intended to help us identify areas of good practice, or which may require action. Are you content for your comments to be shared with the organisation on whose board you sat?

Yes	
No	

BACKGROUND INFORMATION

Gender:

Male	
Female	

Age:

66+	
56-65	
46-55	
36-45	
35 & under	

Disability:

The Disability Discrimination Act defines a person as disabled if they have a physical or mental impairment which has substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments.

Taking this into account, do you consider yourself to be a disabled person?

Yes	
No	

Ethnic Origin:

Which group do you identify with? Please tick one box. The options are listed alphabetically.

ASIAN	
Bangladeshi	
Indian	
Pakistani	
Any Other Asian background (specify if you wish)	

CHINESE	
Chinese	
Any Other Chinese background (specify if you wish)	

BLACK	
African	
Caribbean	
Any Other Black background (specify if you wish)	

MIXED ETHNIC BACKGROUND	
Asian and White	
Black African and White	
Black Caribbean and White	
Any other Mixed Ethnic Background (specify if you wish)	

WHITE	
White Background (specify if you wish)	

ANY OTHER ETHNIC BACKGROUND	
Any Other Ethnic Background (specify if you wish)	