

This Document includes the follow information:-

1. Description – detailed description of each of the services
2. Price List – which provides the price of range of prices for a given service
3. Table which states various steps and inclusions of 6 key categories of service

Note that each product is built upon the ones below it on this page, therefore encompassing those features automatically.

****A**** EXTERNALLY FACILITATED QUESTIONNAIRE AND INTERVIEWS

A Board Evaluation with two primary elements. A bespoke questionnaire styled in the format of a discussion rather than a checklist. The process starts with in-depth research about the company and the industry and this supports the build of the online director questionnaire. The results of the questionnaire support the content of the interview guideline used by the interviewer. The exercise covers a group which includes the Board, the Board Committees, the Executive Committee and the Company Secretary. The report contains an Executive Summary, recommendations, a detailed qualitative report reflecting feedback on both stages and quantitative reports from both stages.

****B**** EXTERNALLY MODERATED QUESTIONNAIRE

A full external Board Evaluation which begins with in-depth prior research followed by the building an in-depth questionnaire that is comprehensive enough to “replace” interviews. The results are analysed in great depth and from this feedback the report is written. The report contains an Executive Summary, recommendations, a detailed qualitative report reflecting feedback on both stages and quantitative reports from both stages. A comprehensive service at very good value that does not include the “intrusion” of interviews if these are not “wanted”.

****C**** DETAILED TAILORED QUESTIONNAIRE

This choice can be classified as external but it is not as rigorous as ****B**** above. We perform prior research and build a tailored “interview” style questionnaire and analyse the results. The analysis is performed to a lesser depth than ****B**** above. The value and issues will be clear but the exercise is less robust – but more than adequate for most companies or for an internal style year. The report contains an Executive Summary, recommendations, a detailed qualitative report reflecting feedback on both stages and quantitative reports from both stages.

****D**** TAILORED QUESTIONNAIRE

We carry out research that is in the public domain and build on discussions that have been had and possibly complement knowledge with a phone call to key individuals. We build an evaluative style questionnaire which is less detailed than those above. The report contains an Executive Summary, recommendations, a detailed qualitative report reflecting feedback on both stages and quantitative reports from both stages but is less detailed than those above.

****E**** CLIENT QUESTIONNAIRE

We load the client’s internally created board evaluation questionnaire onto our platform. We run the standard reports and high level analysis is given with recommendations.

****F**** GENIUS METHODS’ QUESTIONNAIRE

We provide access to the Genius Method standard evaluative “interview” style questionnaire. We run the standard reports and high level analysis is given with recommendations.

****G**** DIRECTOR APPRAISALS

We provide various styles of Director and Chairman appraisals. Either self appraisal, appraisal of the Chairman by all or some of the Board and Company Secretary, or a 360 style process where all directors review each of the other directors and themselves.

STEPS AND PROCESSES FOLLOWED FOR DIFFERENT BOARD EVALUATION SERVICES

The table below itemises the steps of the various process and the delivery to be expected in each service category. This document is aimed to facilitate your choice as to which service is most appropriate for the current year.

The bold blue “Y” indicates work is performed to greater depth and detail than services to the right of that column

Description	**A** Externally Facilitated	**B** Externally moderated	**C** Tailored Questionnaire Enhanced	**D** Tailored Questionnaire	**E** Client's Questionnaire	**F** Genius Standard Questionnaire
Initial setup						
- Timeline and steps confirmed	Y	Y	Y	Y	Y	Y
- Online hosted platform with unique access	Y	Y	Y	Y	Y	Y
- Define how the questionnaire process is to be run	Y	Y	Y	Y	Y	Y
- Use of GM standard Questionnaire						Y
- Develop bespoke questionnaire	Y	Y	Y	Y		
Research on company and industry						
- Review of Annual Report(s)	Y	Y	Y	Y		
- Review press information re company	Y	Y	Y	Y		
- High level Review of Industry	Y	Y	Y	Y		
- Review Agendas	Y	Y	Y	Y		
- Review Minutes for past 2 years	Y	Y	Y			
- Review last Board Pack	Y	Y				
- Review additional Board Packs	Y					
- Discuss project with CoSec team – High Level	Y	Y	Y	Y	Y	Y
- Discuss specific issues with CoSec team	Y	Y	Y	Y		
- Research discussion with Board Member(s)	Y	Y				
- Second Board Member discussion (often SID)	Y					
- Review past questionnaires	Y	Y	Y	Y		
- Review past responses to evaluations	Y	Y	Y			
- Review regulatory environment	Y	Y	Y			

Description	**A** Externally Facilitated	**B** Externally moderated	**C** Tailored Questionnaire Enhanced	**D** Tailored Questionnaire	**E** Client's Questionnaire	**F** Genius Standard Questionnaire
Prepare Board Review Questionnaire						
- Modify existing questions and answers	Y	Y	Y	Y		
- Create new questions	Y	Y	Y	Y		
- Create evaluative answer sets	Y	Y	Y	Y		
- Set values, thresholds and traffic light indicators	Y	Y	Y	Y		
Prepare Board Committees Questionnaires						
- Modify existing questions and answers	Y	Y	Y	Y		
- Create new questions	Y	Y	Y	Y		
- Create evaluative answer sets	Y	Y	Y	Y		
- Set values, thresholds and traffic light indicators	Y	Y	Y	Y		
Run Online Questionnaires						
- Create company profile and access passwords	Y	Y	Y	Y	Y	Y
- Send instruction emails to all participants	Y	Y	Y	Y	Y	Y
- Chase for responses	Y	Y	Y	Y	Y	Y
- Close access when all completed	Y	Y	Y	Y	Y	Y
First Review of Results:-						
- Standard system generated analysis reports	Y	Y	Y	Y	Y	Y
- High level review of initial results	Y	Y	Y	Y	Y	Y
- Detailed review of the data	Y	Y	Y	Y		
- Further analysis of data	Y	Y	Y	Y		
- Production of additional graphs / reports	Y	Y	Y			
Preparation for Interviews:-						
- Define from results key areas for discussion	Y					
- Create template of key issues for interviewer	Y					
- Interviewer to review research material	Y					
Interviews are held:-						
- One on One for some / all / & additional people	Y					
- Information is collated by interviewer	Y					
- Template is enhanced for new areas discussed	Y					
- Information is uploaded into online template	Y					

Description	**A** Externally Facilitated	**B** Externally moderated	**C** Tailored Questionnaire Enhanced	**D** Tailored Questionnaire	**E** Client's Questionnaire	**F** Genius Standard Questionnaire
Results of interviews reviewed and compared:-						
- Interview notes are reviewed and summarised	Y					
- Results of interviews uploaded are analysed	Y					
- Questionnaire and interview results compared	Y					
Reports compiled						
- Discussion with champion(s) to address results	Y	Y	Y	Y	Y	Y
- Further research, review, analysis, interrogation	Y	Y	Y	Y		
- Information is reviewed and summarised	Y	Y	Y	Y	Y	Y
- Information is categorised & prioritised	Y	Y	Y	Y	Y	Y
- Compilation of high level report of findings	Y	Y	Y	Y	Y	Y
- Determination of key recommendations	Y	Y	Y	Y	Y	Y
- Compilation of detailed report of findings	Y	Y	Y	Y		
- Further work on recommendations	Y	Y	Y	Y		
- Compilation of Board Executive Summary	Y	Y	Y	Y	Y	Y
- Presentation of draft reports for review	Y	Y	Y	Y	Y	Y
- Compilation of final reports & approval	Y	Y	Y	Y	Y	Y
Presentation of Results:-						
- Presentation to CoSec / Champion	Y	Y	Y	Y	Y	Y
- Provision of all soft / hard copies	Y	Y	Y	Y	Y	Y
- Presentation to the Board / discussion	Y	Y				
Director & Chairman Appraisal Questionnaires	These are not standard in the Board Evaluation, but as this exercise needs to be performed annually we offer it as an added service that can be provided at the same time. We note which style board evaluations are likely to want this service added					
- Director Self Appraisal included - standard	Y	Y	Y	Y		
- Tailor Director Self Appraisal questionnaire	Y	Y				
- Director 360 degree style review	Y					
- Tailor Director 360 degree review	Y					
- Review of the Chairman questionnaire	Y	Y	Y	Y		
- Tailor Review of the Chairman questionnaire	Y	Y				