

Leadership Team Evaluation Checklist

	Statements to answer	True	False
1	The leadership team believes in business planning and can demonstrate that it has been meeting its targets and reacting sensibly to market developments. An annual budget is set in line with this business plan.		
8	The leadership team are aligned with the business goals, values and mission statement.		
2	Business performance is routinely and collaboratively reviewed by the leadership team, with evidence that effort is well directed and controlled.		
3	The leadership team have strong relationships with the wider business, other key stakeholders and long-term key clients.		
4	The leadership team ensure compliance, risk and growth targets are managed and measured, with minimal support from the business owner.		
5	When recruiting within the leadership team, there is consideration into the skills gaps in the leadership team, and then selection is made on a 'best fit' against the criteria (as opposed to people who are the same as the those in the leadership team)?		
6	Roles and responsibilities are explicitly defined between the leadership team and communicated with the wider business.		
7	The leadership team regularly brief each other on what's going on in the business so they can collectively see their contribution to the wider picture.		
9	There is a development plan in place for each member of the leadership team, tailored to both business and individual needs?		
10	I can trust my leadership team to run the business in my absence.		

"True"	Assessment
3 of less	The leadership team are ineffective and do not understand their role (or it has not been communicated clearly to them). There is a critical need to step back and formally assess, through talent a talent mapping exercise, to truly understand the skills gaps, single points of failure and development opportunity. This will inform the development and succession plan that aims to reduce the risk that is currently held in the business.
Between 4-6	The basic leadership skills are present but are not developed sufficiently to drive the business forward as disciplined leaders, and to reduce the reliance on the business as a single point of failure. Development and succession plans are required to unlock the potential required as a leader and high performing member of the leadership team.
More than 7	The leadership team are clear on their objective as leaders and are collaboratively delivering to a business plan. There are some improvements required to refine leadership qualities, but these are not mission critical. Development and succession plans are required to unlock the potential that will allow the business to thrive under this team and with little reliance on the business owner.