

## MIAA Review of Corporate Governance Statement 2015

## Management Response and Action Plan

No	Recommendation	Response	Person Responsible and Date of Action
1	The Trust should ensure that the action plan to address the findings from the independent Corporate Governance Statement (CGS) review in 2014 is updated and that revised actions/timescales are met.	<p>i) The Trust should look for a method for maintaining an easily accessible evidence base that can support the CGS and other assessment e.g. Well Led Review.</p> <ul style="list-style-type: none"> <li><b><i>The Executive Office Manager will introduce and oversee a new administrative process to support this.</i></b></li> </ul> <p>ii) Implement the action plan following the external review of risk.</p> <ul style="list-style-type: none"> <li><b><i>This is in progress and the Board of Directors is sighted on work to date (refer item 6.5). Going forward the Audit Committee will receive a twice yearly report on risk management KPIs to provide assurance that the Risk Management Strategy is operating effectively</i></b></li> </ul> <p>iii) Board to consider and confirm its requirements in relation to internal and external validation of the Trust's Annual Plan submission.</p> <ul style="list-style-type: none"> <li><b><i>Consider for 2016/17 Planning round</i></b></li> </ul> <p>iv) Board skills audit to be included in the Terms of Reference for 2014/15 external governance review.</p>	<p>Associate Director of Corporate Affairs September 2015</p> <p>Director of Research &amp; Informatics November 2015</p> <p>Director of Strategy &amp; Organisational (November 2015)</p>

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		<ul style="list-style-type: none"> <li><i><b>The Board intends to commission its first external review in 2016/17 and will consider this at this time.</b></i></li> <li><i><b>Board skills are considered on an on-going basis and when vacancies arise.</b></i></li> </ul> <p>v) Recruitment and Retention Policy to be reviewed and updated</p> <ul style="list-style-type: none"> <li><i><b>People Strategy approved and new People Committee to be established.</b></i></li> </ul> <p>vi) Data Quality Policy/Strategy to be developed and adopted.</p> <ul style="list-style-type: none"> <li><i><b>Policy drafted for approval at July Board of Directors (item 6.6).</b></i></li> </ul>	<p>Chairman 2016</p> <p>Director of Strategy &amp; Organisational Development (September 2015)</p> <p>Director of Research &amp; Informatics (July 2015)</p>
2	<p>As part of the review of Committee effectiveness planned for June 2015 the Board should consider whether the timing of Committees can be changed so that there is time for the Chairs to provide a written rather than verbal Chair's report for the Board.</p> <p>Improvement identified from the Committee effectiveness review should be actioned on a timely basis.</p>	<p>The Board has considered this. The timing of the Integrated Performance Committee is scheduled to meet the deadlines for Monitor returns. The Board will therefore continue to receive a verbal Chair's report, together with full written reports on financial and operational performance.</p> <p>Refer main report para 5</p>	n/a

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3	In the next 12 months the Trust should review the effectiveness of the divisional structures to ensure they have bedded in and are delivering the improvements expected.	Accepted - review July 2016.	Chief Executive, July 2016
4	The Trust should ensure that the actions planned to strengthen governance arrangements for workforce are progressed on a timely basis. In the meantime the Board should satisfy itself that there are appropriate mechanisms and tools in place to cover any gaps in workforce reporting.	People Committee established September 2015 and review after 12 months.	Director of Strategy & Organisational Development, September 2016
5	The Board metrics should be kept under review to ensure the dashboards reflect any updated strategic ambitions.	Accepted.	Director of Research & Informatics - ongoing
6	In running with the old risk register structure until the new risk management strategy and risk register and training are rolled out the Board should satisfy itself that the transitional arrangements are robust.	Accepted. Transitional Plan in place. Rollout of new arrangements not underway.	Director of Research & Informatics
7	The Trust should consider updating its self-assessment of its strategic planning process using Monitors tool or equivalent as a development tool (as opposed to a compliance tool) with full Board engagement.	Consider for 2016/17 planning round.	Director of Strategy & Organisational Development, November 2015
8	The Trust should ensure that systems are in place to support compliance with the mandatory training target in 2015/16 and beyond.	Implementation of new electronic system underway. People Committee to review.	Director of Strategy & Organisational Development, September 2015 and ongoing
9	The Board should consider the benefit of having a formal Board skills audit.	Consider for external governance review in 2016/17.	Chairman, 2016

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10	The Corporate and Local Induction and Mandatory Training Policy has passed its review date of August 2014 and should be reviewed and updated.	Accepted. Review underway.	Director of Strategy & Organisational Development September 2015
11	The Trust should ensure that the revised timescales for finalising and implementing the revised data quality policy and process are met.	Scheduled for approval at Board of Directors meeting July 2015.	Director of Research & Informatics, July 2015
12	Given stakeholder management is a key strategic objective for 2015/16, the Trust should consider preparing a stakeholder engagement strategy and management plan to bring together all the current initiatives.	To be developed following completion of stakeholder research work.	Director of Strategy & Organisational Development, September 2015
13	The People strategy needs to be finalised as a priority along with communication and implementation plans.	People Strategy scheduled for approval at Board of Directors meeting July 2015.	Director of Strategy & Organisational Development, July 2015
14	The Trust should ensure that systems are in place to support compliance with all the Board level workforce targets eg turnover, sickness absence and appraisals in 2015/16 and beyond.	New assurance process in place with People Committee from September 2015.	Director of Strategy & Organisational Development