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| Board Meeting: | 13 September 2018 | GJF RGB WITHOUT STRAPLINE |
| Subject: | Living our values – our updated values action plan |
| Recommendation: | Board members are asked to:  |  |  | | --- | --- | | Discuss and Note |  | | Discuss and Approve | X | | Note for Information only |  | | |

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## 1 Background

The L&OD team facilitated a ‘Living our Values’ session for Board members on 6 December 2017. As a result a draft values action plan was developed.

The draft action plan was reviewed at the Board workshop in May 2018 and is shown in Appendix 1.

In May 2018 the following actions were agreed:

* In relation to action 3 and 4 - Action owners to discuss action in more detail prior to agreeing target completion dates.
* Success Measures to be included in the action plan and action owners to populate.

**2 Updated Action Plan**

Following further review the action plan has been updated (appendix 2) with progress to date and with proposed target dates and success measures for all actions.

This has taken into account appointment of new Non-Executive Directors and Chief Executive particularly in relation to board development actions 3 and 4.

Further board development activities in addition to the Board effectiveness review may be agreed following action 4.

**3 Recommendations**

Board members are asked to discuss and approve updated action plan.

**Appendix 1** - **Golden Jubilee Foundation Board Values Action Plan – May 2018**

\*Red = Unlikely to met target date Amber = in progress and in-line with target date Green = completed

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| **Action** | **Owner** | **Contributors to achievement of action** | **Success Measures** | **Target Completion Date** | **Status\* (RAG and comments)** |
| 1. Review of purpose and remit of all GJF Board Committees. | Board Committee Chairs |  |  | June 2018 | Phase 1 - Committee chairs to present initial findings at June Board workshop |
| 1. Non-Executive Directors to attend Human Factors training. | Non-Executive Board members | Jill Young |  | September 2018 |  |
| 1. Review of Board effectiveness in relation to national Board effectiveness measures and GJF values. | Stewart MacKinnon | Jill Young  Marcella Boyle  L&OD |  | TBC |  |
| 1. Review how the GJF Board identifies personal and team development requirements. | Karen Kelly  Garth Adkins |  |  | TBC – pending outcomes from action 3. |  |
| 1. Review existing induction process for newly appointed Non-Executive Directors. | Karen Kelly | Marcella Boyle  L&OD |  | December 2018 |  |

**Appendix 2** - **Golden Jubilee Foundation Board Values Action Plan – September 2018**

\*Red = Unlikely to met target date Amber = in progress and in-line with target date Green = completed

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| **Action** | **Owner** | **Contributors to achievement of action** | **Success Measures** | **Target Completion Date** | **Status\* (RAG and comments)** |
| 1. Review of purpose and remit of all GJF Board Committees. | Board Committee Chairs | Julie Carter  Anne Marie Cavanagh  Gareth Adkins  Mike Higgins | Updated Terms of Reference | June 2018 | Complete |
| 1. Non-Executive Directors to attend Human Factors training. | Non-Executive Board members | Jill Young | All Non-Executive Directors understand human factors | September 2018 | 3 non-executives have completed (August 2018) |
| 1. Review of Board effectiveness using NHS Scotland Board Development Tool and GJF values. | Susan Douglas Scott | Jill Young  Marcella Boyle  Gareth Adkins | Board Development Action Plan | February 2019 | Target date set to account for appointment of new CEO |
| 1. Review how the GJF Board identifies personal and team development requirements and agree development plan | Karen Kelly  Gareth Adkins | Jill Young  Susan Douglas Scott | Team Development Needs agreed | October 2018 | iMatter Action Plans to be developed by Executive and Non-Executive Director Teams  Further Discussion of Team Development to be completed |
| 1. Review existing induction process for newly appointed Non-Executive Directors. | Karen Kelly | Marcella Boyle  L&OD | Recommendations on changes to corporate induction | December 2018 | Review of Corporate Induction Underway |