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v 1.0 - pending work in progress

Implementing the Well-Led Review
Aim: To implement the recommendations of the Well-Led and Corporate Governance Review

Benefits to be achieved

1 To codify and make more systemic the corporate governance arrangements for the organisation
2 To achieve timely and focussed information flows between operational management and strategic assurance functions, including stewardship and strategy
3 To improve the structure and operational effectiveness of the sub-board corporate governance structure of the organisation
4 Move towards outcome based measurement at the Board, including quality, financial, access, and strategic objectives and plans.
5 To develop a risk based approach to corporate governance
6 To develop links and points of triangulation between management governance systems and reporting
7 To create organisational form which follows corporate governance functions and requirements
8 To achieve a robust assurance position overall in the next Well-Led Review

Key

- Start of workstream
- Work in progress
- Complete
- Due for completion

		03/07/2017	10/07/2017	17/07/2017	24/07/2017	31/07/2017	07/08/2017	14/08/2017	21/08/2017	28/08/2017	04/09/2017
	Initiation and Detailed programme planning phase										
WP	Develop project implementation risk register and issue log										
	Agree the project sponsor role for the implementation phase (CEO designated from Chair)										
	Agreeing the roles of the project team (Executive Management Team)										
	Engagement with Chair, NED, ED and Management Group forums to describe the proposals										
	Engagement with Prop Care and PharmaC subsidiary Boards.										
WP	Development of Terms of Reference and cycles of business for Board Committee and sub-committees										
	Proposing the frequency of meetings to the Executive team and agreeing schedule										
WP	Agreeing competencies and corporate agenda to feed in to each committee										
WP	Agree information flows for each committee										
WP	Introduce new risk escalation framework										
WP	Corporate Governance Manager develops proposed cycle of business with each relevant Executive team member										
WP	Corporate Governance Manager refines Decision Rights Framework with designated project team members										
WP	Develop chair report template for Board committee, sub-committee and feeder meetings										
WP	Develop Integrated Performance Report template on behalf of the Chief Executive Officer										
	Review administrative support to governance structure										
WP	Develop business case for administrative support requirements										
	Agree and implement business case for administrative support requirements										
	Undertake recruitment for posts to support governance structure										
WP	Agree membership of the Board Committees, and the sub-committees.										
	Project sponsor formally reviews Terms of Reference for the Executive team										
	Executive Director responsible for the respective committee approves relevant cycles of business										
	Corporate Governance Manager provides a quality assurance check on the relevant cycles of business										
	External consultant advice on assurance position relating to cycles of business										
WP	Executive Management team corporately review and assure the cycles of business										
	Project sponsor designate ratifies information flow and cycles of business to Trust Board										
	Project sponsor seeks approval from the Trust Board to delegate the approval of the decision rights framework to the Audit Committee										
	Milestone 1										
	Trust Board approval of new governance structure, terms of reference, cycles of business, decision rights framework and schedule of meetings										
	Milestone 2										
	Audit Committee reviews decision rights framework including financial frameworks.										
	Milestone 3										
	All sub-committee meets (go live)										
	Milestone 4										
	Board Committees receive first assurance statements from the sub-committees										
	Milestone 5										
	Trust Board receives assurance position from new structure										
	Milestone 6										
	Audit Committee determines delivery of benefits criteria										
	Milestone 7										
	Annual Report - including assurance statement on new governance structure										

11/09/2017	18/09/2017	25/09/2017	02/10/2017	09/10/2017	16/10/2017	23/10/2017	29/01/2018	16/04/2018	21/05/2018	02/07/2018