

## Item 8. Board Effectiveness Review Questionnaire - Action Points

Questionnaire Item	Action	
<b>Q1. The Role of the Board</b>		
	<b>Action 1</b>	Statutory Responsibilities - individual concern over the interpretation of Section 4 of the Act. It is recommended that this matter be explored further with the individual who raised it. A report, if appropriate, will be brought back to the Board for consideration.
	<b>Action 2</b>	Purpose and Objective Alignment – A review of the current Purpose and Objectives will be undertaken at the next Board development day to ensure continued alignment, taking in to consideration the Periodic Review, and any amendments to the Board’s statutory functions.
<b>Q2. Board Ethos &amp; Approach</b>		
	<b>Action 1</b>	As part of the Board’s development day (or part of a post Board session) hold a discussion on ARB’s values (Proportionality, Objectivity, Openness, Transparency, Integrity and consistency in its work). This will enable Board members to discuss areas for improvement or further exploration.
	<b>Action 2</b>	Review the Board’s policy on what is considered in the open session and confidential session of the Board meetings. This will ensure the policy remains fit for purpose and relevant.
<b>Q3. Risk Management</b>		
	<b>Action 1</b>	It is recommended that the management team review the presentation of Board papers to identify if risk can be highlighted in a more effective way.
<b>Q4. Performance Management</b>		
	<b>Action 1</b>	To ensure the Board continue to feel the level and quality of information provided by the team is appropriate, it is recommended that the management team keep under review, through regular feedback gathering exercises with the Board, to ensure that information continues to be timely and of high quality.

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Q5. Board Effectiveness		
	<b>Action 1</b>	Continue to demonstrate transparency in the Board's work by reviewing the policy on what agenda items are considered in the open and confidential sessions of the Board meetings (as suggested in Board Ethos 4).
	<b>Action 2</b>	Continue to improve the Board's website to ensure clear navigation to all information from varying audiences.
	<b>Action 3</b>	To ensure the Board is best equipped to deal with difficult issues, build in to a Board development day or post Board session a discussion on ways in which improvements in this area can be secured.
	<b>Action 4</b>	Ensure time is built in during the Board's post Board sessions and Development days to include ongoing horizon scanning. This should include the involvement of external presenters, who may provide a different perspective.
	<b>Action 5</b>	Ensure that Board decisions are evaluated where appropriate, with follow up reports from management to enable the Board to evaluate the effectiveness of its decisions.
	<b>Action 6</b>	Scheme of Decision Making – to improve awareness of the scheme and adherence to it, it is suggested that the Interim Registrar provides the Audit Committee with an annual compliance report. The Audit Committee can then report on the findings of the report in its minutes.
	<b>Action 7</b>	Legal Advice – a different approach has been taken to how the Board receive legal advice since late 2014. An evaluation of the impact of this decision will be undertaken and provided to the Board in September 2015, when the Board considers its budget for 2016. The Board can however reconsider the approach at any juncture in the meantime.
	<b>Action 8</b>	Relationship with stakeholders – incorporate in to a Board development day (or post Board session) the time to discuss ideas for improving this area of the Board's work. 2014 saw the introduction of a published Communications Strategy and an Internal Communications Plan. An annual report on progress will be brought back in due course. Improved reporting has been introduced through the weekly Communications update.

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<b>Q7. Board Composition</b>		
	<b>Action 1</b>	Provide the responses to the DCLG to assist them with the intended review of Governance as part of the Periodic Review.
<b>Boards &amp; Committees</b>		
	<b>Action 1</b>	For each Committee to consider the findings of its effectiveness questionnaire and agree any actions. Each Committee will report through its minutes and provide separate reports as appropriate.