

## Governance Development Plan Guidance

Following the completion of the Self-evaluation for the Board you will have a better picture of the areas of effective Governance and the areas in which it does less well. This gives you a starting point that is based on evidence from which you can lead the Board through the development of skills and understanding to be more efficient and effective.

Complete the template provided in the resource area. It asks you to summarize how you gathered the views of Board members. During your first mentoring session your mentor will ask you about this process to ensure that it was robust, so that the areas for development will have a positive impact on the functions of the Board. An example of a completed Development Plan is also provided to assist you.

### Setting Targets:

Ensure that you use the principle of **SMART** targets in your development planning. That is **Specific, Measurable, Attainable, Relevant** and **Timely**. The format of the development plan will support you in doing this.

- **Objectives** describe the overall aim of your identified development. Don't try to change too much too quickly. Be realistic and aim to achieve between 1 to 3 objectives. Make sure they link specifically to the Governor Competency Framework.
- **Activities** are the actions that will be taken. These need, both a **timescale** for completion and to be **led by** a specified member of the Board.
- **Success Criteria** should illustrate what you are trying to achieve by completing the identified action. They should describe what things will be like if this action is successful. This is important to help identify success as well as giving Governors a clear idea of what they are trying to achieve.
- **Monitoring Evidence** is simply being explicit about where the evidence for success will be found or observed.
- **Evaluation** and the **RAG** provide space to review the progress of the actions and the impact on the Governance Board. Dates for this should be set in advance and you may need to hold an interim review as well. During the final review you should consider the impact of the activities on the Governance of the Board and evaluate this for the impact summary. Remember to include the impact on both Governance leadership and on Governance.

To help identify specific areas of improvement it is suggested that you complete the Self-evaluation at the end of the cycle and compare this to your previous audit. This will also help you to identify the areas that require further improvement, which will form the basis for your next improvement cycle and development plan.