



**BUN-RIAGHAILTEAN
BHUIDHEANN-STIÙIRIDH A' PHLANA LEASACHAIDH**

**TERMS OF REFERENCE
IMPROVEMENT PLAN STEERING GROUP**

Air aontachadh le/Approved by: **Am Bòrd-stiùiridh – The Board**

Air aontachadh air/Approved on: **2020-12-02**

Ath-nuadhachadh a dhìth/Review due on: 07-2021

Air ath-nuadhachadh air/Revised on: 2020-11-12

1. BUN-RIAGHAILTEAN

- a) Coileanadh a sgrùdadh a rèir a' Phlana Leasachaidh, a' dèanamh mholaidhean mar as iomchaidh.
- b) Leasachadh leantainneach a' Phlana Leasachaidh a chur air adhart.
- c) Gus dèanamh cinnteach gum bi tar-shealladh is dùbhlann ann airson a' Phlana Leasachaidh.
- d) Beachd a ghabhail air rudan a chur ris a' Phlana Leasachaidh mar as iomchaidh.
- e) Gus gabhail ri beachdan bhon luchd-obrach air a' Phlana Leasachaidh agus gèarr-chunntas air co-dhùnaidhean na coinneimh a thoirt dhan luchd-obrach.
- f) Gus dèanamh cinnteach gu bheil plana ann a tha na aon phlana leasachaidh air feadh na buidhne, mar an aon phuing-iomraidh don bhuidhinn agus don phoball air gnìomhan-leasachaidh a tha air an gabhail leis a' Bhòrd-stiùiridh.
- g) Innleachd a chruthachadh gus beachd a ghabhail gach bliadhna air plana leasachaidh air feadh na buidhne, a' dearbhadh gu bheil a' gèilleadh ris an riatanas a thaobh Luach as Fheàrr airson leasachadh leantainneach.

2. BALLRACHD

- a) Ball, Comataidh Sgrùdaidh agus Dearbhachd (CSD) (Cathraiche Buidheann-stiùiridh a' Phlana Leasachaidh)
- b) Neach-obrach (ga t[h]aghadh leis an luchd-obrach fhèin le pròiseas fèin-ainmeachaidh is taghaidh) airson dreuchd 2 bhliadhna.
- c) Ball Sgioba-stiùiridh airson dreuchd 2 bhliadhna le roghainn an dreuchd a shineadh fad 6 mìosan gus nach bi (b) agus (c) ag atharrachadh aig an aon àm.
- d) Faodar buill a bharrachd a bhith air an co-thaghadh le Buidheann-stiùiridh a' Phlana Leasachaidh.

3. AITHISGEAN

- a) Bheir Buidheann-stiùiridh a' Phlana Leasachaidh aithisg do CSD. Bheir iad aithisg cuideachd dhan Bhòrd-stiùiridh, dhan luchd-obrach agus dhan phoball mar as iomchaidh (ri bhith air a dhearbhadh ann an deasbad le Cathraiche CSD) air adhartas leis a' Phlana Leasachaidh.

1. TERMS OF REFERENCE

- a) To monitor performance against the Improvement Plan, making recommendations as appropriate.
- b) To drive the continued development of the Improvement Plan.
- c) To ensure oversight and challenge for the Improvement Plan.
- d) To consider additions to the Improvement Plan as appropriate.
- e) To take feedback from staff on the Improvement Plan and to provide a summary of the conclusions of the meeting to staff.
- f) To ensure that there is a plan which represents a single, organisation-wide improvement plan, acting as a single point of reference for the organisation and public on improvement actions taken by the Board.
- g) To provide a mechanism for considering on an annual basis an organisation-wide improvement plan, ensuring compliance with the Best Value requirement for continuous improvement.

2. MEMBERSHIP

- a) Member, Audit & Assurance Committee (AAC) (Chair of Improvement Plan Steering Group)
- b) Member of staff (chosen by staff themselves through a process of self-nomination and election) for a 2-year term.
- c) Member of Leadership Team for a 2-year term with an option to extend the term by 6-months to avoid both (b) and (c) changing at the same time.
- d) Additional members can be co-opted by the Improvement Plan Steering Group.

3. REPORTING

- a) The Improvement Plan Steering Group will report to the AAC. They will also report to the Board, staff and public as appropriate (to be determined in discussion with the Chair of AAC) on progress with the Improvement Plan.

- b. Gheibh a' Chomataidh rèiteachadh den Phlana Leasachaidh gach bliadhna air a' char as lugha. Am broinn seo bidh an àireamh de ghnìomhan air an cur an sàs (air an sgrùdadh a rèir a bheil iad ris an uair/air dheireadh), an àireamh de ghnìomhan a tha gu bhith gan cur an gnìomh ach nach deach a chur an sàs fhathast, agus àireamhan nan gnìomhan a chaidh a chur ris a' phlana tron bhliadhna.

Bu chòir gun nochdadh an aithisg cuideachd cia mheud gnìomh ris a bheil dùil toirt gu buil sa bhliadhna ri teachd. Cuideachd, bu chòir gum biodh adhartas air a' Phlana Leasachaidh na nì seasmhach air clàran-gnothaich CSD agus a' Bhùird-stiùiridh.

4. CLÀR-AMA

Seasaidh Buidheann-stiùiridh a' Phlana Leasachaidh fhad 's agus a mheasar iomchaidh leis a' Bhòrd-stiùiridh. Ma thig i gu ceann, bu chòir gun dèanadh am Bòrd-stiùiridh cinnteach gu bheil innleachd ann fhathast gus beachd a ghabhail gach bliadhna air plana leasachaidh air feadh na buidhne, a' dearbhadh gun gèillear ris an riatanas mun Luach as Fheàrr airson leasachadh leantainneach.

- b) The Committee will receive a reconciliation of the Improvement Plan on an annual basis at minimum. This will include number of actions implemented (analysed by on time/late), the amount due but outstanding, and the amount of actions added to the plan in the year, reconciling to the amount of actions brought forward.

The annual report should also set out how many actions are expected to be implemented in the coming year. In addition, progress on the Improvement Plan should be a standing item on the agendas for AAC and Board.

4. TIMESCALE

The Improvement Plan Steering Group will exist for as long as it is considered appropriate by the Board. If it ceases to exist, the Board should ensure that there is still a mechanism for considering on an annual basis an organisation-wide improvement plan, ensuring compliance with the Best Value requirement for continuous improvement.