

**Appendix 1: Monitoring arrangements for the Governance Board**

Key elements to be monitored	How will the monitoring be carried out	Frequency	Responsible person	Reported	How will shortfalls be addressed and lessons learnt?
<p>Scope of Responsibility (Section 2)</p> <p>Attendance of members (Section 6)</p> <p>The numbers of meetings held that satisfy requirements for a quorum (Section 6.2)</p> <p>Frequency (Section 8)</p> <p>Reporting arrangement to the Governance Board from governance sub-groups (3.1)</p> <p>Reporting arrangement to the Governance Board from service directorates (Section 3.2)</p> <p>Reporting arrangement to the Board of Directors (Section 10.0)</p>	<p>Self-assessment via review of Governance Board minutes</p>	<p>Annually</p>	<p>Trust Secretary and Head of Governance</p> <p>Risk Manager</p>	<p>Governance Board</p>	<p>An action plan will be developed with progress followed up by the Governance Board</p>