

**OFFICIAL**

**SPS Corporate Governance Guide**

<b>Lead Author/Reviewer:</b>	Katharine McGivern
<b>Date EHRIA commenced:</b>	03.03.16
<b>Version number:</b>	1.1
<b>Date EHRIA completed:</b>	13.10.16
<b>Date new/revised policy/practice signed off by Management:</b>	28.09.16
<b>Date EHRIA actions due for review on:</b>	1 year after guide introduced

<b>EHRIA Tracker Number:</b>	107
<b>Quality Assessor Name:</b>	Joanne Streeter
<b>Date Quality Assessed:</b>	19.10.16
<b>Publication Date:</b>	24.11.16

<b>Outline plans to action and review the impact of the new/revised policy/practice</b>	
<b>What:</b>	Review requests received for Advisory Board minutes and Corporate Governance Guide in alternative formats.
<b>Why:</b>	To identify any improvements that can be made to existing formats and ensure the widest possible access.
<b>Who:</b>	Office of the Chief Executive
<b>When:</b>	Annually
<ul style="list-style-type: none"> <li>• <b>06.10.17:</b> confirmed with the Advisory Board Secretariat (Sharon Lawson) that since the publication of the Corporate Governance Guide no requests have been made to receive either the Advisory Board minutes or the Corporate Governance Guide in alternative formats.</li> <li>• <b>06.10.17:</b> SPS has recently undertaken a recruitment exercise for Non-Executive Directors. The recruitment exercise commenced on 31 July 2017. Vacancies were advertised as follows:</li> </ul>	

**OFFICIAL**

- Scottish Government's Appointed for Scotland website.
- Woman on Boards website.
- SNAP (Facebook, LinkedIn, Instagram)
- SPS social media (Facebook, Twitter, LinkedIn)

The closing date for applications was 21 August 2017. Interviews took place on 13 September 2017. The outcome of this exercise is the recruitment of 3 new Non-Executive Directors which has maintained the existing gender balance on the Advisory Board.

**Outline plans to action and review the impact of the new/revised policy/practice in the future following first annual review in Autumn 2017**

<b>What:</b>	<ul style="list-style-type: none"><li>● Review requests received for Corporate Governance Guide in alternative formats. After 5 such requests consider whether there is a need to reconsider the means by which the Corporate Governance Guide is published.</li><li>● Consider whether when undertaking any Non-Executive Director recruitment whether there have been any complaints of unfair or discriminatory practices. After 5 such instances consider whether there is a need to review recruitment processes.</li><li>● Consider when undertaking any Non-Executive Director recruitment advertising the campaign on websites such as Stonewall, Council of Ethnic Minority Voluntary Sector Organisations (CEMVO) and Changing the Chemistry.</li><li>● Review the Corporate Governance Guide in the event of any relevant changes in employment legislation.</li></ul>
<b>Why:</b>	To identify any improvements that can be made to: <ul style="list-style-type: none"><li>● existing formats and ensure widest possible access;</li><li>● mitigate any unfair or discriminatory practices, and</li><li>● maintain legislative compliance.</li></ul>
<b>Who:</b>	Office of Chief Executive in conjunction with SPS Corporate HR Team.

**OFFICIAL**

<b>When:</b>	In line with the occurrences outlined above or after 3 years, or sooner in the event of any relevant legislative changes.
--------------	---