

SFJXA1

Interrogate and use management information to inform board decisions



Overview

This Unit will provide Board members with the skills and knowledge required to identify the management information required by the Board and to analyse and use information supplied to inform board activities and decisions.

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Performance criteria

Review and agree the management information requirements of the Board

You must be able to:

- P1 review and establish the management information needs of the Board in line with its role, responsibilities and priorities
- P2 review and evaluate the sources of management information available to the Board
- P3 agree processes for the Board to receive agreed management information in a timely manner
- P4 communicate Board requirements to relevant members of the Executive

Use management information to inform the work of the Board

You must be able to:

- P5 analyse and evaluate management information provided to the Board
- P6 check the relevance and currency of information provided
- P7 use management information to inform Board discussions and decisions, based on agreed criteria
- P8 prioritise information according to the needs of the Board and your contribution to the Board
- P9 take personal responsibility for ensuring that all information is stored or destroyed in accordance with legal and ethical requirements for data protection
- P10 monitor the quality of information provided and take appropriate steps to improve it if necessary

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Knowledge and understanding

You need to know and understand:

Review and agree the management information requirements of the Board

- K1 the kind of information that board members require and what it will be used for
- K2 the resource implications that requests for information can have on the Executive and other stakeholders
- K3 legal and ethical data protection protocols and why they are important

Use management information to inform the work of the Board

You need to know and understand:

- K4 legal and ethical requirements relating to data protection and knowledge storage
- K5 how to analyse information including how to check its accuracy and currency
- K6 how to evaluate the strengths and limitations of forecasts and limitations submitted by the Executive

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Additional Information

Behaviours

The Board member will apply the following personal skills and attributes:

1. Read, abstract and critically assess required information from relevant documentation
2. Think creatively and strategically
3. Identify themes and implications
4. Understand the different factors that influence decision making
5. Identify and balance priorities
6. Think systematically and contextually
7. Use foresight and apply it to strategic forward planning and risk assessment

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