

SFJXA2

Monitor and review the response to inspection recommendations



Overview

This unit describes the role of Board members in considering the recommendations from inspections, reviewing and agreeing the Executive response and monitoring the implementation of any actions

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Performance criteria

Review and evaluate the recommendations from the inspecting body

You must be able to:

- P1 identify and evaluate the recommendations that impact on the role of the Board
- P2 review and evaluate the recommendations against the organisation's vision, strategy and business plan
- P3 review and evaluate the recommendations against information from other sources including previous inspection reports, performance statistics, monitoring targets and audits
- P4 take personal responsibility for and contribute to collective responsibility for assessing risks associated with the recommendations and their implementation
- P5 evaluate the recommendations in relation to the effectiveness of the Board and the organisation as a whole and take appropriate action

Review, evaluate the response of the Executive to inspection recommendations

You must be able to:

- P6 review the Executive response to inspection recommendations
- P7 identify and agree the potential consequences to the organisation of the response of the Executive
- P8 review and evaluate the Executive's recommendations for responding to inspection recommendations in terms of appropriateness and proportionality
- P9 develop and agree the monitoring process that the Board will implement in relation to the Action Plan and communicate and agree it with the Executive

Monitor the implementation of actions in response to inspection recommendations

You must be able to:

- P10 ensure the monitoring of the implementation of the Executive's Action Plan in response to inspection recommendations
- P11 review and evaluate the effectiveness of the Action Plan in implementing changes in response to inspection recommendations
- P12 develop and agree modifications to the Action Plan if it is not effective
- P13 evaluate the effectiveness of changes in response to the Action Plan, in terms of improved services
- P14 contribute to the Board's responsibilities for handling publicity and media relations

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Monitor and review the response to inspection recommendations

Knowledge and understanding

You need to know and understand:

Review and evaluate the recommendations from the inspecting body

- K1 the different kinds of inspection bodies and their roles and responsibilities:
 - K1.1 statutory
 - K1.2 non-statutory
 - K1.3 financial auditors
- K2 the inspection regime(s) to which the organisation is subject
- K3 the nature and timescale of any pre-inspection planning process
- K4 the format and structure of different inspection reports and how the recommendations can be presented
- K5 the kinds of risks that can result from implementing or not implementing recommendations
- K6 the kind of recommendations that will impact directly on the board and its decision making processes

Review, evaluate the response of the Executive to inspection recommendations

You need to know and understand:

- K7 the status of inspection reports (statutory, voluntary, etc)
- K8 the status of recommendations (mandatory, advisory, etc)
- K9 potential consequences of not responding to some or all of the inspection recommendations
- K10 timescales of any repeat inspections and whether they will be planned or random

Monitor the implementation of actions in response to inspection Recommendations

You need to know and understand:

- K11 how to develop, evaluate and modify Action Plans
- K12 why it is important for the Board to monitor the effectiveness of the Action Plan
- K13 why it is important for the Board to monitor and evaluate the effect of change on the quality of service
- K14 why it is important to handle publicity and media relations and ways of contributing to this

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Additional Information

Behaviours

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

1. Read, abstract and assess required information from relevant documents
2. Understand the different factors that influence decision making
3. Think systematically and contextually
4. Identify and balance priorities
5. Use foresight and apply it to strategic forward planning and risk assessment
6. Challenge constructively
7. Understand the business of the organisation and how it impacts on/is impacted on by the environment in which it works

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