**Appendix 2**

**Board member training** **plan**

Training can be divided into two areas; the induction process for newly appointed Board members and continual opportunities for training in either board member specific skills or knowledge of SLAB and/or the justice system.

**Newly appointed Board members: Induction Process**

1. Initial welcome call from Colin.
2. Welcome email from Chair. After which call with Chair set up. Indication of committees individuals will be appointed to.
3. HR documentation requested.
* Bank details
* Appointment letter
* HR starter checklist
1. Introductory email confirming committee membership and with range of corporate documents attached, such as;
	* SLAB Annual Report and Accounts
	* The last bundle of Board documents

Board and Committee meeting dates

* + Board Member Code of Conduct
* Register of Interests (asked to be completed and returned)
* Contact details of Board members
* Code of Conduct
* Accountable Officer letter to Colin Lancaster
* Standing Orders
1. Email sent with Scottish Government On Board document attached and registered to attend the On Board training as well as log in details to Scottish Government ‘Government Hub’ resource.
2. Introductory sessions with Colin and Andy (x2) covering strategic issues and relationships, current risks, Corporate Plan, Business Plan, Corporate Governance.
3. New appointments are connected to the Convener and SLAB contact regarding the committees which members have been appointed to in order to have an introductory meeting;

Audit: Tim McKay and Nicola Johnston

Cases: Lesley Ward and Nicola Cameron

LAPC: Raymond Macmenamin and John Osborne

R&A: Brian Baverstock and Andy McIntosh

1. Regular contact with new appointment is scheduled offering support and feedback regarding assistance required.

**Reappointment of Board Members**

It is anticipated that Board members will be willing to be reappointed for second terms once initial terms come to an end.

It is proposed that Reappointed Board members will be registered on the ‘On Board’ refresher course to ensure their up to date focus on requirements and duties. We are hoping to initiate a day refresher course idea to the training provider which other NDPB’s can also avail of too.

# **Continual Development**

A more specific training plan based on the following is considered appropriate.

Training needs to be focused, current and relevant.

* general core board skills and knowledge
* skills and knowledge relevant to the roles on Committees e.g. risk, finance
* appraisal feedback and general requests
* Justice sector developments
* Briefings relating to Parliamentary debates, changes in the law and consultations
* Internal functions and operations of the organisation

Continual development training should be focused and consideration given to timing to ensure optimum attendance.

# **Training Schedule**

**Induction / new members**

|  |  |  |
| --- | --- | --- |
| **Training area** | **Mode of delivery** | **Timing and Resource** |
| General Board Member skills and knowledge | Face to face ‘On Board’ trainingScottish Government Public Bodies Unit training and eventsMeeting With Chair Meeting with CEO and Corporate Support Manager | To take place in advance of first Board meeting  |
| Roles on Committees: Audit, Policy, Cases and R&A  | On Board training will complement the Committee preparationMeeting with Convener and SLAB Committee Contact to discuss format, papers and hints and tips for how to prepare for meetings | To take place in advance of their first committee meeting.  |

# **Continual Development Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training area** | **Medium**  | **When**  | **Resource**  |
| Skills and knowledge relevant to the roles on Board. | Face to face meeting: Finance; forecasting, legal aid fund and the administration of the fund. | Q1 Within first 3 months. | Manager [and Director] |
| Face to face meeting: Risk  | Q1Within first 3 months. | Manager [and Director] |
|  | Face to face meeting: Policy development in SLAB. | Q1Within first 3 months. | Manager [and Director] |
|  | Face to face meeting: How we assess performance in SLAB | Q1Within first 3 months. | Manager [and Director] |
| Internal functions and operations of the organisation. To gain an understanding of the Board’s work in assessing applications for criminal, civil and children’s legal assistance, Accounts, Direct Services. | Face to face meetings. | Within first 6 months. | Managers  |
| General developments of relevance to SLAB, justice sector or board member roles | Preparation of a monthly bulletin with relevant news items and press cuts  | monthly (depending on content/activity) | CEO team to draft a bulletin  |
| Briefings relating to key topics, Parliamentary debates, changes in the law and consultations | * Short videos from Managers
* Face to face presentations from Managers either before board meetings or separately
* Written briefings
 | Ad hoc in nature | Relevant Manager  |
| Appraisal feedback and general requests | Appraisal responses relating specifically to training requests should be reported to the CEO | Annual | Training requests will make up the content for next years schedule |