# Discussion Paper: Skills & Composition

*For inclusion in your governing body meeting papers, and discussion in your next*

*meeting.*

**Meeting date:** Click or tap here to enter text.

**Agenda item number**: Click or tap here to enter text.

**Paper type**: For discussion

**Ensuring you have the right people around the table**

Structuring an effective governing body can be a challenging undertaking but it is essential for the success of an organisation and the delivery of safe, inclusive and high-quality care to consumers. Factors such as the size, composition, skills and internal dynamics are important contributors for building an effective governing body. New legislative requirements come into effect from 1 December 2022 with respect to governing body membership, skills and experience – as well as advisory body requirements.

Identifying the skills needed, and then measuring against those

Practical steps for ensuring you have the right governing body size and composition include:

1. Identify the strategic direction for the organisation in the context of the reform agenda.
2. Identify the core skills needed to deliver against your strategic objectives.
3. Develop a skills matrix, which outlines the ‘must have’ skills, knowledge and behaviours required of individual members and the governing body as a collective against new requirements.
4. Determine whether the governing body is the right size and composition to deliver against your strategic objectives (including support provided by committees).

BEFORE THE MEETING

To ensure the most productive discussion within the governing body meeting:

* Complete **Module 3: Effective Governance** (20min)
* Read **Topic Guide – Building an Effective Governing Body** (10min)
* Read **Topic Guide – Governance Roles** (10min)

Review **materials specific to your** **organisation**, including for example: *strategic plan, governing body charter / terms of reference, governing body skills matrix, and induction framework and materials.*

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| QUESTIONS FOR DISCUSSION1. Does the governing body have a skills matrix (or skills register) that captures all the skills, experience and capabilities that it needs to effectively oversee the organisation?
2. What are the core skills needed to deliver on our strategic objectives?
3. Is our governing body the right size and composition to meet upcoming reform challenges and new governance requirements? If not, how will we go about enhancing our capabilities and expertise?
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You might also find it useful to check out the Topic Guide on **Governing Body Committe**es and the Tool relating to a **Governing Body Skills Matrix**.