



# Governance at Making Space

Frequently asked questions



Board and the Executive Management Team attends and contributes to meetings and events.

Each Executive Management Team member has executive responsibility for a nominated Governance Committee relating to their directorate and will work in conjunction with the Chair of the relevant Governance Committee.

## THE GOVERNANCE CYCLE



## Q. How are the Governance Committees run?

A. Each Governance Committee is led by a Trustee of the Board who acts as a Chair, and is made up of other Trustees and the relevant Executive Management Team lead. On occasion, other officers of Making Space will attend meetings, for example, Regional Directors.

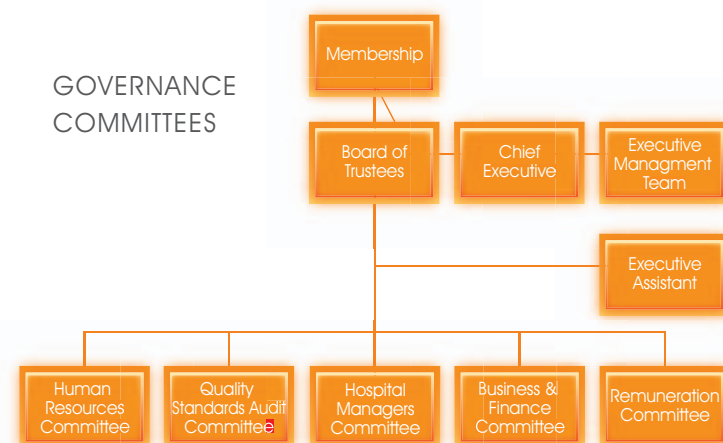
All of the Governance Committees are crucial to effective governance. However, one in particular is a legal requirement for Making Space - Hospital Managers Committee. The Hospital Managers are responsible for ensuring Making Space adheres to the Mental Health Act and Mental Capacity Act, and that patients detained in our independent hospitals are done so legally. They are assisted in this by the Mental Health Act Administrator.

The Executive Assistant provides administration support to the Governance Committees.

## The Board & Executive Management Team

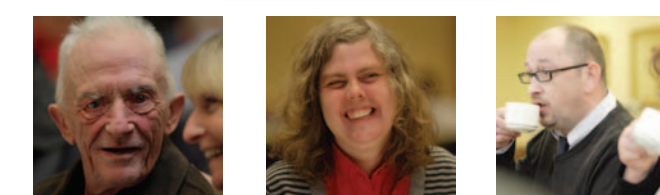
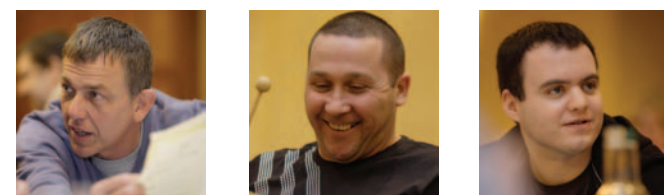
The Board works together with the Chief Executive and the Executive Management Team to achieve Making Space's vision and strategic aims. The Chief Executive is a member of the

## Q. What is the role of Governance Committees?



To ensure an efficient and smooth governance process, the Board of Trustees delegates responsibility for the core business areas of Making Space to five Governance Committees.

- Human Resources Committee
- Remuneration Committee
- Quality Standards Audit Committee
- Hospital Managers Committee
- Business and Finance Committee



## Q. What is the Board of Trustees' role?

A. The Board's main responsibility is to oversee the strategic performance, management and administration of Making Space. The Board delegates responsibility to the Chief Executive to discharge Making Space's business in accordance with the business plans. The Board is responsible for monitoring the performance of the Chief Executive and ensures there is a clear understanding of the scope of authority delegated to the position.

Part of the role of the Chief Executive's Executive Assistant is as Secretariat to the Board and to provide administration support. This role includes organisation and preparation for meetings, producing accurate minutes, co-ordinating the recruitment of new Trustees, and arranging the Annual General Meeting.

## Q. What is the Chairman responsible for?

A. The Chairman of the Board of Trustees is elected annually by the Board and is responsible for leading the Board to ensure it fulfils its governance responsibilities.



## Introduction

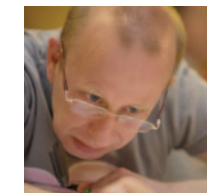
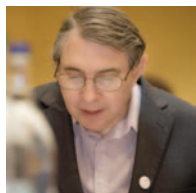
In accordance with the Charity Commission Guidelines, all registered charities are required to be governed by a governing body.

Making Space is governed by a Board of Trustees through five Governance Committees. The Board and Governance Committees work with the Chief Executive and Executive Management Team to oversee the strategic performance, management and administration of Making Space.



### Q. What does Governance mean to Making Space?

- A.
- It means we are governed in an open, transparent and accountable way.
  - It means we adhere to Nolan's Seven Principles of Public Life which are:
    - Selflessness
    - Integrity
    - Objectivity
    - Accountability
    - Openness
    - Honesty
    - Leadership
  - It means we are compliant with legislation and Charity Commission guidance
  - It means we are compliant with Mental Health law
  - It means we support and promote the vision and culture of Making Space and the Six Commitments
    - Customer focused
    - Valuing and embracing diversity
    - Working in the spirit of partnership
    - Striving for excellence
    - Innovation
    - We make a difference



### Q. What does Governance mean for me as an Employee?

- A.
- It means Making Space operates in an entirely open and transparent manner, helping you as an employee to feel and be well informed at all times.

### Q. As an employee will I be required to attend meetings?

- A.
- This is unlikely as the Executive Management Team attend meetings and report back on the main areas of business.

### Q. Do employees regularly meet the Trustees?

- A.
- As well as overseeing the performance of Making Space through regular meetings, Trustees also attend events and often visit Making Space schemes. You may well see them on these occasions.

### Q. What is our Governance structure?

- A.
- Our Governance structure is comprised of a Board of Trustees, the Chief Executive and five Governance Committees.

Trustees come from our membership and from a range of different backgrounds, experiences and professions including Trustees who are carers, Trustees who work within the health sector and Trustees who have experience in the areas of business, finance, human resources, higher education and law.

There are sixteen positions on the Board and all current Making Space Members are eligible to apply. It is not possible to become a Trustee without being a Member with valid membership. Application can take place at any time of the year and formal election takes place at the Annual General Meeting. New Trustees may also be sought based on identified skills deficits and can be co-opted onto the Board.

The term of office for a Trustee is three years, after which time they are required to retire and can be re-elected if they wish to stand again. Retirement by rotation takes place at each AGM, with one third or the number nearest to one third required to retire.

**For more information on the Making Space Board of Trustees visit the company intranet, Our Space, at <https://ourspace.makingspace.co.uk>**



MAKING SPACE  
LYNE HOUSE, 46 ALLEN STREET,  
WARRINGTON, CHESHIRE WA2 7JB

TEL 01925 571680  
FAX 01925 231402  
EMAIL [ENQUIRIES@MAKINGSPACE.CO.UK](mailto:ENQUIRIES@MAKINGSPACE.CO.UK)  
WWW.MAKINGSPACE.CO.UK

