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SPS Code of Conduct for Non-Executive Advisory Board Members and/or Risk Monitoring and Audit Committee (RMAC) Independent Members ('Code of Conduct')

Lead Author/Reviewer:	Katharine McGivern
Date EHRIA commenced:	14.04.16
Version number:	1.1
Date EHRIA completed:	14.09.16
Date new/revised policy/practice signed off by Management:	October 2016
Date EHRIA actions due for review on:	1 year after the Code of Conduct is introduced.

EHRIA Tracker Number:	107
Quality Assessor Name:	Joanne Streeter
Date Quality Assessed:	07.11.16, finalised 20.12.16
Publication Date:	

Outline plans to action and review the impact of the new/revised policy/practice	
What:	Review requests received for Code of Conduct in alternative formats.
Why:	To identify any improvements that can be made to existing formats and ensure widest possible access.
Who:	Office of Chief Executive in conjunction with SPS Corporate HR Team.
When:	Annually
<ul style="list-style-type: none"> • 31.10.17: SPS HQ Corporate HR confirmed that since the publication of the Code of Conduct no requests have been received to provide the document in alternative formats. • 31.10.17: SPS HQ Corporate HR confirmed that since the publication of the Code of Conduct no action has been instigated under the auspices of the Code of Conduct in 	

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connection with any Non-Executive Advisory Board Members and/or Risk Monitoring and Audit Committee (RMAC) Independent Members.

Outline plans to action and review the impact of the new/revised policy/practice in the future following first annual review in Autumn 2017

What:	<ul style="list-style-type: none">• Review requests received for Code of Conduct in alternative formats. After 5 such requests consider whether there is a need to reconsider the means by which the Code of Conduct is published.• Consider whether the Code of Conduct has been instigated during the period of review and whether there is any evidence of unfair or discriminatory practices in the way in which the Code is being implemented. After 5 such instances consider whether there is a need to review the Code of Conduct or provide any supporting guidance.• Review the Code of Conduct in the event of any relevant changes in employment legislation.
Why:	To identify any improvements that can be made to: <ul style="list-style-type: none">• existing formats and ensure widest possible access;• mitigate any unfair or discriminatory practices, and• maintain legislative compliance.
Who:	Office of Chief Executive in conjunction with SPS Corporate HR Team.
When:	In line with the occurrences outlined above or after 3 years or sooner, if there are any relevant legislative changes, whichever comes sooner.