

# Governing body skills matrix – Example

A skills matrix can be used by governing bodies to identify skills and experience held by existing governing body members and therefore identify any gaps in capability (either individually or as a collective) which may be filled through ongoing professional development or recruitment. **Note:** items included in this skills matrix are **examples only**. It is the responsibility of each provider to develop and maintain governance tools that are appropriate for their own unique circumstances.

## Governing body skills matrix

Most governing bodies expect a minimum degree of governance experience for each member and aim for a certain degree of experience across the collective group.

The expertise required for each provider governing body will vary, depending on the nature of their services, and their strategic objectives as an organisation.

Often overlooked, it can be just as important to have a mix of behavioural characteristics across a governing body as technical skills.

Category	Skill	A.B.	C.D.	E.F.	G.H.	I.J.	K.L.	Total	Lowest	Highest	Average
Governance	Governance experience										
	Other current roles										
	Governance qualifications										
Expertise	Clinical practice										
	Consumer care										
	Financial and accounting										
	Legal, regulatory and policy										
	Risk management										
	Community engagement										
Behavioural	Technology (inc. cyber security)										
	Leading change										
	Strategic thinking										
	Emotional awareness										

Skill category definitions	
Governance	Previous governing body experience, and governance qualifications.
Expertise	Relates to formal qualifications, expertise within aged care sector and other relevant experience.
Behavioural	Relating to the behaviours (or soft skills) and attitude of individual governing body members to ensure that collectively the governing body operates cohesively with the right level of openness to change and respectful challenge to achieve constructive decision making.

Scores
1 - Basic
2 - Developing
3 - Competent
4 - Advanced
5 - Extensive

Once each governing body member has been scored against each skill, some analysis should be undertaken to determine the total collective level of skill held by the group, but also whether there are any individuals who may have particularly low scores in areas of specific importance (i.e. consumer care).

**Note:** it will be beneficial for scores to be recorded and analysed at a governing body level and for each of the governing body committees.

There are different approaches used to complete a skills matrix. It may be most appropriate for individual governing body members to 'self-assess' in first instance, and then for the chair to moderate this score across the board. Otherwise, the scoring could be completed by an independent third party (such as the organisation secretary) based on an a more objective assessment of experience and skills.