

Authority, responsibility and accountability

Concepts: Authority, responsibility and accountability reflect the degree to which people are authorised and encouraged to use their initiative in day-to-day activities as well as assigning the limits to their authority.

Key questions:

- | | |
|---|--|
| 1 | Does the organisation have policies that describe its business practices, particularly those in relation to risk and compliance? |
| 2 | Do job descriptions specify roles, responsibilities and accountabilities? |
| 3 | Do staff understand their job function and how it contributes to the organisation's business objectives? |
| 4 | Do staff know what they are accountable for? |

Data sources: Plan how you will collect your information. Who will you ask? How will you ask questions? Questionnaires, surveys, key member interviews, group interviews, etc.

Data: Summarise the outputs of your data collection.