

Executive Summary

Report to the Board of Directors

Being Held on 28 September 2021

Subject	Trust Executive Group Terms of Reference
Supporting TEG Member	Sandi Carman, Assistant Chief Executive
Author	Sandi Carman, Assistant Chief Executive
Status¹	Ratification

PURPOSE OF THE REPORT

To present the Trust Executive Group (TEG) Terms of Reference for ratification

KEY POINTS

The TEG Terms of Reference have been reviewed and updated. Amendments have been made to update the membership and to reflect the agreement that full access to TEG papers is provided for all deputies.

TEG reviewed and approved the updated Terms of Reference on 11 August 2021.

A review date of May 2022 is proposed which will bring review of the TEG Terms of Reference in line with the review dates for the Terms of Reference for the Board of Directors and its sub committees.

IMPLICATIONS²

AIM OF THE STHFT CORPORATE STRATEGY		TICK AS APPROPRIATE
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Deliver Excellent Research, Education & Innovation	✓

RECOMMENDATIONS

The Board of Directors is asked to ratify the TEG Terms of Reference.

APPROVAL PROCESS

Meeting	Date	Approved Y/N
Trust Executive Group	11/08/2021	Y
Board of Directors	28/09/2021	

TERMS OF REFERENCE

TRUST EXECUTIVE GROUP (TEG)

1. Purpose

The Trust Executive Group (TEG) undertakes an executive leadership role on behalf of the Board of Directors. TEG is responsible for managing the Trust and empowering, whilst holding to account, those who have delegated responsibilities for the performance of elements of the Trust's work.

TEG involves clinicians in the management of the Trust through the Medical Directors, the Chief Nurse, the Clinical Management Board and the Management Board Briefing.

2. Collective Duties and Responsibilities

- Ensuring the successful day to day management of the Trust, as set out in the Trust's Standing Orders, Standing Financial Instructions and Scheme of Delegation.
- Developing and delivering the Trust's Strategy and ensuring that the Strategy is successfully executed, with reviews at regular intervals.
- Providing effective coherent leadership for the Trust as a whole.
- Providing visionary, inspirational and outward looking direction for the Trust.
- Developing and supporting a culture of continuous Innovation, Improvement, Research and Development.
- Leading the drive to ensure the Trust demonstrates the PROUD values and the qualities associated with Equality, Diversity and Inclusion.

3. Accountable to

Board of Directors.

4. Reports to and Method of Reporting

To the Board by means of the Minutes and on ad-hoc specific issues via Trust (TEG) Directors.

Circulation: Attendees, Trust Chair, Non-Executive Directors, Internal Audit.

5. Membership

➤ Members – Executive Directors

DESIGNATION	CHAIR/DEPUTY
Chief Executive	Chair
Director of Strategy & Planning	
Director of Human Resources and Staff Development	
Medical Director (Operations)	
Medical Director (Development)	
Chief Nurse	
Director of Finance	
Chief Operating Officer	

➤ Standing Invitation – Associate Directors

DESIGNATION
Assistant Chief Executive
Communications Director
Organisational Development Director

➤ Lead Officer

DESIGNATION
Assistant Chief Executive

➤ Serviced by

DESIGNATION
Business Manager, Chief Executive's Office

6. Quorum

Minimum of three Executive Directors.

7. Meeting Frequency and Procedures

➤ Frequency of Meetings

Each week on a Wednesday, plus a TEG Briefing prior to each meeting of the Board of Directors..

➤ Meeting Procedures

Submission of Documents and Presentations

- Submissions to consist of a single PDF document with no embedded links.

Documents to be submitted by e-mail to the Business Manager, Chief Executive's Office via the supporting Director's office. No documents to be accepted from other sources.

- The deadline for submission of documents is no later than 12:00pm on the Friday of the week prior to the meeting. However, notification of items for each agenda should be provided prior to this, to allow for their inclusion on the timed agenda.

- For presentations to TEG, an executive summary to be submitted which encapsulates the content of the presentation:
 - Executive summaries to be submitted to the Business Manager, Chief Executive's Office by 12:00pm on the Friday of the week before TEG.
 - Presentations may be submitted after the deadline, but should be sent to the BMCEO prior to the meeting.

Deputies

- In the agreed absence of a TEG member, deputies are permitted to attend and must be fully briefed to contribute on the relevant issues.
- Full access to TEG papers is provided for all deputies.

Attendance of Staff in Support of Agenda Items

- By exception only – Directors to present their own agenda items wherever possible.

Time-Keeping During Meetings

- Time allocation for agenda items to be agreed between the office of each Director and the Business Manager, Chief Executive's Office.
- All times to be strictly adhered to during the meeting, with close management being undertaken by the Chair to ensure that the meeting does not overrun.

Layout of Documents

- Documents to be, wherever possible, no more than four sides of A4 with an Executive Summary at the front.
- Documents are only accepted without an Executive Summary by exception.
- Headings – The first page of the paper itself to include a central heading in capitals showing: the name of the Trust; the name and date of the committee to which the document is being submitted and the title of the document.
- Layout of the document – Font: 11 point Arial; each section and page numbered for ease of reference; all appendices numbered.

9. Terms of Reference Review Date

May 2022.

10. Process for Reviewing Effectiveness

Regular effectiveness reviews using the After Action Review methodology.

11. Reporting Structure (*List of Groups/Committees reporting to this Committee*)

Business Planning Team (BPT)

Capital Investment Team (CIT)

Clinical Management Board (CMB)

Data Quality Steering Group

Equality, Diversity and Inclusion (EDI) Board

Trauma Operational Group (TOG)

Management Board Briefing (MBB)

Partnership Forum

People Strategy Programme Board

Safety and Risk Committee

Technology Planning Group (TPG)

Vanquishing Variation Steering Group

Plus various other time-limited project boards