

**TRUST LEADERSHIP TEAM**

**TERMS OF REFERENCE – FEBRUARY 2019**

**1. Purpose, status and authority**

The Trust Leadership Team (TLT) is a formal management group established by the Chief Executive.

The purpose of the TLT is to serve as the most senior decision making group beneath the Board and to assist the Chief Executive in achieving the strategies, aims and objectives of the Trust.

**2. Responsibilities**

The Trust Leadership Team's key responsibilities include:

- Leadership and management of the Trust, within the direction and culture set by the Board;
- Planning and implementation of strategy, operational plans and policies;
- Ensuring achievement of agreed operating and financial performance targets;
- Oversight and mitigation of risk;
- Prioritisation and allocation of resources, within the budget agreed by the Board;
- Monitoring and performance management of major capital schemes;
- Provision of advice to the Trust Board on strategic and operational matters as required;
- Ensuring an effective and consistent approach to corporate and operational messaging to enable strong stakeholder engagement.

**3. Membership**

Members

The TLT shall comprise:

Chief Executive (who shall be the Chair)

Deputy Chief Executive (who shall be the Vice-Chair)

Executive Directors

Divisional Tris/Quads

Two Specialty Directors

Director of Operational Finance

Director of Planned Care

Director of Unscheduled Care

Any member who is unable to attend a meeting of the TLT may appoint a substitute.

Attendees

The TLT may decide that any other person must attend one or all of its meetings to contribute to discussions but no such person shall form part of the quorum nor have decision-making authority.

**4. Accountability and Reporting**

Accountability

The TLT shall report to the Board on how it discharges its responsibilities.

The minutes of the TLT's meetings shall be formally recorded by the secretary and submitted to the Board. The Chief Executive shall draw to the attention of the Board any issues that require disclosure to the Board.

Reporting in

The following groups will report into the Committee:

- Cancer Delivery Group
- Capital Control Group
- Centres of Excellence Delivery Group
- Emergency Care Delivery Group
- Information Management and Technology (IM&T) Programme Board
- People and Organisational Development Delivery Group
- Planned Care Delivery Group
- Quality Delivery Group
- Research and Innovation Forum
- Risk Management Group
- Service Development Group
- SmartCare Programme Board
- Strategic Site Development Programme
- Turnaround Implementation Board

**5. Conduct of business and administrative matters**

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The TLT shall conduct its meetings in accordance with these Terms of Reference and any other Trust governance requirements that apply to it (subject to below).

Any member who has a conflict of interests in respect of any matter shall not count in the quorum for the TLT's discussions and any decisions in respect of that matter.

The quorum for the TLT is three corporate members and three divisional members.

The TLT shall determine the frequency of its meetings to allow it to discharge all of its responsibilities. It is expected the TLT shall meet at least monthly.

The Chair may request an extraordinary meeting at any time if they consider one to be necessary.

The agenda and any papers for the TLT's meetings shall be issued not less than five working days before each meeting.

Minutes shall be taken of each of the TLT's meetings and shall be circulated to the members within timescales agreed by the TLT.

The TLT may agree that its members can participate in its meetings by telephone, video or computer link. Participation in a meeting in this manner shall be deemed to constitute presence in person at the meeting.

Administrative support, including retention of meeting papers and other relevant documents, shall be provided by the Executive Assistant to the Chief Executive.

### 6. Approval and Review

These ToR were approved by the Board on [...].

These ToR were adopted by the TLT at its meeting on [...].

These ToR shall be reviewed at least annually.

Version Control			
Version	Author	Date	Changes
0.1	Lukasz Bohdan	08-01-2019	First draft
0.2	Lukasz Bohdan	08-02-2019	Amendments made following Audit and Assurance Committee feedback