SENIOR LEADERSHIP TEAM
TERMS OF REFERENCE

1 Background

The Senior Leadership Team is the responsible for the day to day operational and strategic management of the CCG. It is not a policy or strategy making body but provides a collective forum for senior management to discuss and review operational and strategic activities and prepare recommendations for Governing Body.

This document is included in the Governance Handbook but is not a formal Committee of the Governing Body.

2 Purpose

The Senior Leadership Team will operate in accordance with the constitution and scheme of delegation. It will provide a forum for discussion and ensure professional input into decision making.

It will:

- Be the accountable body for the CCG responsible for overall day to day operations.
- Develop the operational and strategic plan based on the CCG’s Strategy and Vision, subsequently devolving directorate / team objectives and ensure management of their overall performance.
- Ensure compliance with the statutory duties of the CCG in compliance with the National Health Service (Clinical Commissioning Groups) Regulations 2012 (2012 No. 1631).

3 Membership

The Senior Leadership Team shall consist of appropriate senior managers (as determined by the Accountable Officer) and be chaired by the Accountable Officer. If the Accountable Officer cannot attend then the Vice-Chair will be another senior manager nominated by the Accountable Officer to fulfil this purpose.

4 Quorum

A meeting will achieve quorum if at least one of either the Chair or Vice-Chair and two other members are present.

5 Attendance

Members of SLT should normally attend all meetings. Should a member not be able to attend a meeting of the Committee, apologies in advance must be provided to the Chair and Governance Team.

If a member of SLT is unable to attend, a named deputy can attend in their place by agreement with the Chair.
6 Frequency & Notice

Meetings shall be held as a minimum twice a month. Meetings will be serviced by the Governance Team and will conduct its business in accordance with any national guidance, and relevant codes of conduct / good governance practice as appropriate.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of SLT and other persons required to attend no later than three working days before the date of the meeting. Supporting papers shall be sent to committee members and other attendees as appropriate, at the same time.

7 Responsibilities

The main responsibilities of the Senior Leadership Team are to:

- Recommend to the Governing Body for ratification the Strategic, Operational and Financial plans of the CCG.
- Have responsibility for the operational delivery of the agreed CCG Strategic, Operational and Financial plans of the CCG.
- Ensure the Group is aware of and complies with legal and statutory obligations in line with its constitution, operates in a compliant manner and takes appropriate professional advice when required.
- Manage day to day strategic and operational risks as they arise.
- Identify, secure and ensure delivery of the necessary resources needed to deliver the statutory obligations, Strategic, Operational and Financial plans of the Group, including:
  - Effective, efficient, robust and flexible workforce planning implementation;
  - resourcing streams of work to deliver defined approved plans by the relevant Committees;
  - drawing on a range of different skills and resources available including the Commissioning Support Service (CSU), services under SLA with Trafford Council and any Shared Service arrangements; and
  - negotiating, implementing and managing support contracts with third parties of the Group.
- Recommend to the Governing Body a financial strategy to include any risk sharing or pooling arrangements.
- Monitor member performance against their duties and responsibilities as Members of the Group, in line with the CCG’s constitution and overall use of resources.
- Manage the overall communications and engagement for patient and public consultation process for the Group, including the approval of the publishing information about health services.
- Ensure that the Governing Body is well supported in its work:
- Support collaborative arrangements with other CCGs.
- Support joint commissioning arrangements with local authorities, combined authority and other partners.

8 Reporting

The minutes of SLT meetings shall be formally recorded and the Chair shall report material issues arising from meetings to the Governing Body, as appropriate.

9 Review of Terms of Reference

The Terms of Reference shall be reviewed at least annually.