

Senior Leadership Meeting (SLM) Terms of Reference

1 Constitution, roles and responsibilities

1.1 The Senior Leadership Meeting (SLM) has been constituted by the Executive Team. Its primary purposes are to;

- be the key forum for sharing contemporaneous intelligence concerning the health and care system and other strategic matters from the Acting CEO and Executive Team
- bring senior leaders together creating the opportunity to collectively tackle cross cutting and culture changing topics and issues

1.2 The meeting will be structured as follows (unless determined by the Chair):

Section 1: CEO Update (approx. 1 hour)

The Acting CEO or their deputy will provide contemporary intelligence regarding the national and local health and social care system and strategic updates of significance to Solent NHS Trust. The Leadership team will be responsible for the relevant consideration and cascade as appropriate

Section 2: 'T' Shaped topics (approx. 1 hour)

Such topics will be agreed in advance by the group.

Sessions may also be held to shape strategy and policy development

2 Membership and attendance

2.1 The SLM comprises:

- Executive team members
- Clinical Directors
- Operations Directors/Heads of Operations
- Heads of Quality and Professions
- Corporate Associate Directors
- Senior officers

(see Appendix 1 for full list)

2.2 Members are required to send an appropriate deputy where they themselves cannot attend.

2.3 The SLM may call upon any employee to attend the meeting.

3 Secretary and meeting administration

3.1 The Executive Assistant to the Acting CEO will be the secretary to the SLM.

3.2 The agenda and any working papers shall be circulated to members five working days before the date of the meeting. Minutes of the meeting will be shared with the members following agreement by the Chair.

4 Quorum

4.1 As this is not a decision-making forum - consideration will be given with regards to holding the meeting where the meeting secretary has been notified in advance of numerous apologies. The Chair or their nominated deputy will take a view accordingly. However, the meeting Chair

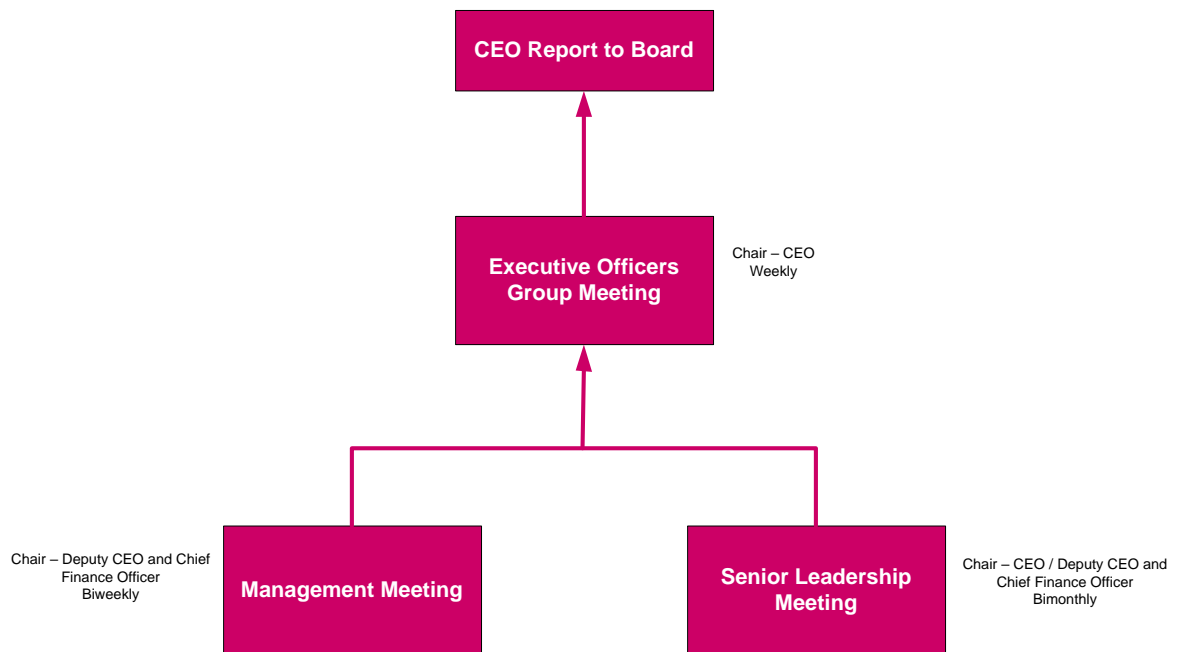
(Acting CEO or the Chief Nurse and Acting Deputy CEO) must always be in attendance.

5 Frequency and notice of meetings

5.1 The SLM will meet six times a year. Meetings of the committee shall be summoned by the secretary of the committee at the request of the Chair.

6 Reporting

6.1 The following illustrates the reporting structure for the meeting:



The CEO will report on the meeting(s) via In Public / Confidential CEO Report to Board as appropriate.

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Appendix 1 – SLM Membership

Executive team members

- Acting CEO
- Acting Chief Finance Officer (Chair)
- Chief Nurse and Deputy CEO
- Chief Medical Officer
- Acting Chief People Officer
- COO Southampton and County
- COO Portsmouth
- Associate Director of Corporate Affairs and Company Secretary

Clinical Directors

- Clinical Director Mental Health Services
- Clinical Director Adults Portsmouth
- Clinical Director Children's Services
- Clinical Director Sexual Health Services
- Clinical Director Specialist Dental Services
- Clinical Director Primary Care Services
- Clinical Director Adults Southampton

Operations Directors/Heads of Operations

- Operational Director Mental Health Services
- Operational Director Adults Portsmouth
- Operational Director Children's Services
- Head of Operations - Sexual Health Services
- Head of Operations - Specialist Dental Services
- Head of Operations - Primary Care Services
- Operations Director Adults Southampton

Heads of Quality and Professions

- HQP- Mental Health Services
- HQP- Adults Portsmouth
- HQP- Children's Services
- HQP- Sexual Health Services
- HQP- Specialist Dental Services
- HQP- Primary Care Services
- HQP- Adults Southampton

Corporate Associate Directors and Senior Officers

- Associate Director – Performance and BI
- Associate Commercial Director
- Associate Director – -Research and Development
- Associate Director – -Estates
- Associate Director – Quality Governance
- Associate Director - Patient Engagement
- Associate Director – People and OD, Southampton and County Wide
- Associate Director – Leadership and Engagement
- Associate People Director
- Associate Director – Diversity and Inclusion
- Associate Nurse Director
- Director of IT
- Chief Pharmacist
- Director of Finance

- Director of Partnerships
- Head of Organisational Effectiveness
- Head of Communications
- Director of Medical Education and Lead for Medical Undergraduate Education
- Deputy Director of Finance and FBP County Services
- Freedom to Speak Up Lead Guardian
- Programme Director
- Chief Clinical Information Officer
- Workforce Optimisation Programme Director