

## Trust Executive Committee Terms of Reference

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<b>Signature of Chair of Committee:</b>			
<b>Print Name:</b>	David French		
<b>Post Held:</b>	Interim Chief Executive		
<b>Date:</b>	26 April 2018		

## Trust Executive Committee

### Terms of Reference

#### 1. Aims and objectives

- 1.1 The Committee has been established to execute actions delegated from the Trust Board and to support the operational management of the Trust in accordance with the Schedule of Decisions Reserved and Scheme of Delegation and the Standing Financial Instructions.
- 1.2 The Committee is the executive arm of the Trust through which all officer-led Steering Groups within the Trust report.
- 1.3 The Committee will advise the Chief Executive on key issues, which affect the delivery of services within the Trust to reach clear executive decision and action.

#### 2. Membership

- 2.1 The Committee core members comprise:

chief executive

all executive directors

all divisional clinical directors

all divisional directors of operation

all divisional heads of nursing & professions & midwifery

associate director: corporate affairs

associate director of human resources

head of operations

director of informatics

director of research & development

director of education

In addition:

a representative from the University of Southampton will attend the full meeting.

The Committee structure is:

**Chair:** chief executive

**Vice Chair:** chief financial officer

**Committee Administrator:** The associate director: corporate affairs will ensure appropriate secretarial support to the Committee.

- 2.2 When a member is unable to attend a meeting they may appoint a deputy to attend on their behalf. The nominated deputy will have the same voting rights as the member.
- 2.3 Other Trust officers may be asked to attend when the Committee is discussing areas that are the responsibility of that individual.
- 2.4 The representative from the University of Southampton, who holds a UHS honorary contract, represents the views of, and feeds back to, the Faculty of Medicine and wider University representatives as required.
- 2.5 The Committee is accountable to the Trust Board.
- 2.6 The Committee will report to the Trust Board via the CEO report.

### **3. Quorum:**

3.1 The quorum for the meeting shall be at least one-third of the core membership.

### **4. Frequency of Meetings:**

4.1 The Committee shall meet monthly. The reporting cycle will accord with the 'Intelligent board' approach.

4.2 It is expected that all members will attend every meeting.

4.3 Poor attendance will be followed up by the Committee Chair.

### **5. "Feeder" Committees to this committee:**

5.1 Committees and sub groups reporting to this Committee comprise:

Cancer services board

Education and workforce strategy group

Equality, diversity and inclusivity steering group

Information strategy steering group

Major incident planning group

Quality governance steering group

Research and development steering group

Transformation board

Trust investment group

### **6. Administration**

6.1 The Committee Chair will ensure that:

- The Administration is managed efficiently and effectively.
- The Committee undertakes the duties assigned to it.
- Reports and actions arising from the meetings are completed in a timely manner.
- The agenda is agreed with the Trust Executive Directors together with a forward planning reporting timetable.

6.2 The Committee administrator will ensure that:

- The agenda is agreed with the Chair.
- Papers are collated and circulated in advance of the meeting (at least 3 working days).
- Mailing lists are kept up to date.
- Minutes and a record of action points are taken.
- Terms of Reference and records of committee business are retained appropriately.

### **7. Duties**

7.1 The Committee is responsible for:

- Development and implementation of strategy, operational plans, policies, procedures and budgets
- Oversight, assessment and monitoring of risk and governance
- Ensuring quality and safety of patient services are addressed
- Ensuring quality and safety of staff experience are considered
- Monitoring of operating and financial performance
- Prioritisation and control of resources
- Monitoring competitive forces in each area of operation
- Decision making forum for all key operational management issues within the Trust

- Ensuring effective management systems, processes and outcomes to deliver the Trust's plans
- Ensuring that the Trust secures the delivery of key operational performance targets
- Approval of business cases over £100,000, with referral to Board if required
- Approval of capital business cases up to £1m (followed by approval by Trust Board)
- Developing proposals for strategic direction plans and approaches for consultation by the Trust Board, and to execute these strategic approaches within the Trust once approved.

## **8. Authority**

- 8.1 The Committee has delegated authority from the Trust Board and is authorised to investigate any activity within its terms of reference. It may seek and secure the information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.
- 8.2 The Committee can seek external advice from any source if necessary, taking into consideration issues of confidentiality and Standing Financial Instructions.

## **9. Monitoring Compliance and Effectiveness**

- 9.1 In order to support the continual improvement of governance standards, the Trust Executive Committee is required to annually review the terms of reference for the committee, reaffirming the purpose and objectives.