

Executive Management Board

Terms of Reference

1. Constitution

The Executive Management Board is established by the Chief Executive and is referred to in this document as 'EMB'.

2. Purpose

2.1. The purpose of EMB is to ensure effective management of the trust and to take management decisions on matters not reserved to the Board of Directors.

3. Membership

3.1. EMB shall be comprised of each member of the executive management team. Directors may nominate a deputy to attend in their place, subject to the prior approval of the Chief Executive.

3.2. The Chair of EMB will be the Chief Executive. In his absence the Chief Executive will nominate a deputy.

4. Quorum

4.1. The Chair (or nominated Deputy) plus three members.

5. Attendance

5.1. With the approval of the Chair (or nominated Deputy) EMB may ask any member of staff to be in attendance for all or part of a meeting.

6. Frequency

6.1. EMB shall meet at least every 6 weeks. Extraordinary meetings may be called by the Chair, as required.

7. Authority

7.1. EMB is authorised by the Chief Executive to take management decisions on matters not reserved to the Board of Directors and / or investigate any action within these Terms of Reference.

8. Duties

8.1. To ensure that the actions to ensure delivery of the trust's Annual Plan are identified, responsibility for delivery and performance management is assigned, and that appropriate actions plans are in place to recover performance that is off plan.

8.2. To review business cases in advance of board approval, and to approve business cases which fall within the delegated financial limits approved by the Board.

8.3. To continuously monitor the quality of services provided by the trust and ensure that appropriate actions are in place to improve quality overall or address significant shortfalls against standards.

8.4. To ensure the in-year progress of the strategy is on plan.

8.5. To closely review progress toward the executive team priorities/objectives.

9. Reporting

9.1. The Chair shall report to the Board of Directors by exception any issue EMB considers the Board should be sighted on.

9.2. EMB will produce an annual report to be shared with the Board of Directors, setting out the effectiveness of its work during the year.

10. Support

10.1. The Company Secretary will be responsible for ensuring the provision of secretarial support to EMB, which will include;

10.1.1. Agreeing meeting agendas with the Chair

10.1.2. Providing timely notice of meetings and forwarding details including the agenda and supporting papers to members and attendees in advance of the meetings

10.1.3. Recording and circulating formal minutes of meetings and keeping a record of matters arising and issues to be carried forward,

11. Review

11.1. EMB will review its own performance and Terms of Reference at least once a year to ensure it is operating at maximum effectiveness.

Approved: [date]

Review Date: [include]