# Senior Leadership Team (SLT) BrisDoc Business Meeting (BBM)

# Terms of Reference (TOR)

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## Purpose

The Senior Leadership Team (SLT) and BrisDoc Business Meeting (BBM) will hold responsibility for the safe and effective delivery of change, improvement, development and redesign of BrisDoc Services.

Service delivery, performance and assurance is the responsibility of the respective Leadership Oversight Boards (LOBs). Therefore, this group is enabled to focus on delivery and consideration of service change and improvement in the context of strategic direction and pan services collaboration.

## Responsibilities

The SLT/BBM will hold responsibility and perform five key functions:

### 1. Change Management

* Provide leadership within a framework of prudent and effective controls which enable risk to be assessed and managed
* To embrace and deliver a continuous improvement approach, e.g., as a result of need, incident or innovation.

### 2. Service Challenges

* Consider the implications of service changes on system relationships and performance
* Consider the impact of national and regional strategy on service delivery

### 3. Stakeholder Management

* Provide and share information on service updates, changes, key system meetings and 1 to 1 stakeholder meetings

### 4. Risk Management

* Respond efficiently to service risks and provide immediate consultation to service leads on urgent matters which have negative service delivery implications

### 5. Communication

* Ensure an effective communication channel exists between the Senior Leadership Team, staff, patients and the local health economy

## Co-owners Council Engagement

The PLT will maintain a clear channel of communication with the co-owners’ council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the co-owners’ council remains part of this group’s consciousness when making key decisions.

## Membership

The membership of the Board will be comprised of;

* Director of Nursing, Allied Health Professionals and Governance (Co-Chair)
* Deputy Medical Directors for IUC (Co-Chair)
* Managing Director
* Medical Director
* Chairman
* Deputy Medical Director – Practice Services
* Programme and Service Director
* Head of Integrated Urgent Care
* Head of IUC Nursing and Allied Healthcare Professionals
* Head of People

In addition, members will be co-opted into the group if particular issues or projects arise that require expertise from individuals other than substantive members.

## Frequency

The SLT/BBM will meet on a weekly basis. Additional exceptional meetings can be called by the chair as required.

## Quoracy

A minimum of four members, with at least two Directors to be present for a decision to be made.

## Reporting and Accountability

The SLT/BBM is accountable to the Directors Board. The Chairs will report to the Directors Board on the activity and outputs of the SLT/BBM, providing assurance on service change and improvement.

The following groups will report to the SLT/BBM for assurance in relation to the responsibilities set out by this TOR and that of their respective TORs:

* Practice Lead Teams
* Bronze Meeting
* Service Delivery Improvement Group (IUC) (where there are implications for other service lines only)

## Review

The TOR for the SLT/BBM will be reviewed annually.

### Version Control

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| **Version** | **Date** | **Author** | **Changes Overview** |
| V1.0 | 25/07/2022 | Rhys Hancock (Director of Nursing, AHPs and Governance) | Initial TOR |