

**Name of meeting:**  
**Senior Leadership Team**  
**Quality, Safety & Governance (QS&G)**

Date:  
Time:  
Venue:

### Agenda

	Lead	Time
1 Apologies for absence (verbal)	Chair	
2 Things We Are Proud Of (verbal)	All	
3 Declaration of any Conflicts of Interest (verbal)	Chair	
4 Minutes of the previous QS&G SLT meeting [date] (enclosure)	Chair	
5 Matters arising (enclosure/verbal)	Chair	
7 Action Log (enclosure – urgent items for escalation or relating to QS&G)	Chair	

#### Areas of Strategic Responsibility – Involvement Strategy

- XX [Under this heading list those items on your agenda which relate to this strategic objective - this should include escalation and assurance reports from relevant tactical sub-groups to SLT and the annual reports of relevant operational and tactical groups as described by the workplan]
- XX XXX (enclosure/verbal)

#### Areas of Strategic Responsibility – Clinical Strategy, including Clinical Risk Management

- XX [Under this heading list those items on your agenda which relate to this strategic objective - this should include escalation and assurance reports from relevant tactical sub-groups to SLT and the annual reports of relevant operational and tactical groups as described by the workplan]
- XX XXX (enclosure/verbal)

#### Areas of Strategic Responsibility – Quality & Patient Safety

- XX** [Under this heading list those items on your agenda which relate to this strategic objective - this should include escalation and assurance reports from relevant tactical sub-groups to SLT and the annual reports of relevant operational and tactical groups as described by the workplan]
- XX** **XXX** (enclosure/verbal)

### Corporate Service Business Plan Performance

- XX** [Under this heading list those items on your agenda which relate to the delivery of business plans for Corporate affairs, Quality & Safety, Professional Development – this should include items for escalation by exception from the business delivery plans from these services, including receipt and approval of the proposed business plan each year]
- XX** **XXX** (enclosure/verbal)

### Governance and well-led

- XX** Equality & Quality Impact Assessments  
- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX** **XXX** (enclosure/verbal)
- XX** Ratification of Policies  
- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX** **XXX** (enclosure / verbal)  
Corporate Risk Register and BAF
- XX** **XXX** (enclosure / verbal)
- XX** Changes to Operational Governance Structures  
- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX** **XXX** (enclosure/verbal)

### Urgent items for escalation

- XX** [Under this heading list those items on your agenda which have been escalated from tactical groups across the organisation requiring immediate discussion and decision  
- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX** **XX** (enclosure/verbal)

**XX** **Items to Cascade / Communicate** (enclosure)

**All**

**XX** **Assurance and Escalation Reporting**

**Chair**

**XX Any Other Business** should be agreed in advance with the Chair of the meeting, any items considered substantial will be added to the agenda as a separate agenda item to ensure that adequate discussion takes place **Chair**

**XX Meeting Evaluation** (verbal) **All**

[date, time, and venue of next QS&G SLT meeting]

**Name of meeting:**  
**Senior Leadership Team**  
**Business Plan Performance (BPP)**

Date:  
Time:  
Venue:

**Agenda**

	Lead	Time
1 Apologies for absence (verbal)	Chair	
2 Things We Are Proud Of (verbal)	All	
3 Declaration of any Conflicts of Interest (verbal)	Chair	
4 Minutes of the previous BPP SLT meeting [date] (enclosure)	Chair	
5 Matters arising (enclosure/verbal)	Chair	
7 Action Log (enclosure – urgent items for escalation or relating to BPP)	Chair	

**Areas of Strategic Responsibility – Mental Health Care Group Business Plan**

- XX Under this heading list those items on your agenda linked to escalation and assurance relating to Operational Delivery (including contractual standards),
- XX Under this heading list those items on your agenda linked to escalation and assurance relating to Quality Improvement Plans
- XX Under this heading list those items on your agenda linked to escalation and assurance relating to Workforce Planning
- XX Under this heading list those items on your agenda linked to escalation and assurance relating to Sustainability
- XX Receipt and approval of the proposed business plan each year [- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX ~~XXX~~ (enclosure/verbal)

**Areas of Strategic Responsibility – Adult and Children’s Physical Health Care Group Business Plan**

- XX Under this heading list those items on your agenda linked to escalation and assurance relating to Operational Delivery (including contractual standards),
- XX Under this heading list those items on your agenda linked to escalation and assurance relating to Quality Improvement Plans
- XX Under this heading list those items on your agenda linked to escalation and assurance relating to Workforce Planning

- XX** Under this heading list those items on your agenda linked to escalation and assurance relating to Sustainability
- XX** Receipt and approval of the proposed business plan each year [- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX** **XXX** (enclosure/verbal)

### Corporate Service Business Plan Performance

- XX** [Under this heading list those items on your agenda which relate to the delivery of business plans for Business Intelligence and Performance – this should include items for escalation by exception from the business delivery plans from these services including receipt and approval of the proposed business plan each year]
- XX** **XXX** (enclosure/verbal)

### Governance and well-led

- XX** Ratification of Policies  
- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX** **XXX** (enclosure / verbal)  
Trust Operational Plan – review and ratification  
- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX** **XXX** (enclosure/verbal)

### Urgent items for escalation

- XX** [Under this heading list those items on your agenda which have been escalated from tactical groups across the organisation requiring immediate discussion and decision  
- if there are no agenda items related to this you can remove this heading and section from your agenda]
- XX** **XX** (enclosure/verbal)

- |  |              |
|--|--------------|
| <b>XX</b> <b>Items to Cascade / Communicate</b> (enclosure)  | <b>All</b>   |
| <b>XX</b> <b>Assurance and Escalation Reporting</b>  | <b>Chair</b> |
| <b>XX</b> <b>Any Other Business</b> should be agreed in advance with the Chair of the meeting, any items considered substantial will be added to the agenda as a separate agenda item to ensure that adequate discussion takes place | <b>Chair</b> |
| <b>XX</b> <b>Meeting Evaluation</b> (verbal)   | <b>All</b>   |

[date, time, and venue of next BPP SLT meeting]

**Name of meeting:**  
**Senior Leadership Team**  
**System and Trust Strategy (STS)**

Date:  
Time:  
Venue:

**Agenda**

	Lead	Time
1 Apologies for absence (verbal)	Chair	
2 Things We Are Proud Of (verbal)	All	
3 Declaration of any Conflicts of Interest (verbal)	Chair	
4 Minutes of the previous STS SLT meeting [date] (enclosure)	Chair	
5 Matters arising (enclosure/verbal)	Chair	
7 Action Log (enclosure – urgent items for escalation or relating to QS&G)	Chair	

**Areas of Strategic Responsibility – Trust Strategic Programmes**

- XX [Under this heading list those items on your agenda linked to escalation and assurance relating to the Trust Strategic Programmes- this should include escalation and assurance reports from relevant Accountability & Guidance Groups and any proposed changes to the Trust’s Strategic Programmes including closedown of existing and proposals for new Programmes]
- XX XXX (enclosure/verbal)

**Areas of Strategic Responsibility – Trust Key Enabling Programmes**

- XX [Under this heading list those items on your agenda linked to escalation and assurance relating to the Trust Key Enabling Programmes- this should include escalation and assurance reports from relevant Accountability & Guidance Groups and any proposed changes to the Trust’s Key Enabling Programmes including closedown of existing and proposals for new Programmes]
- XX XXX (enclosure/verbal)

**Areas of Strategic Responsibility – Strategic Partnerships - working at ‘Place’**

**XX** [Under this heading list those items on your agenda which relate to this strategic objective - this should include updates against any collaborative work programmes]

**XX XXX** (enclosure/verbal)

### Areas of Strategic Responsibility – Strategic Partnerships - working across the ICS

**XX** [Under this heading list those items on your agenda which relate to this strategic objective - this should include updates against any collaborative work programmes]

**XX XXX** (enclosure/verbal)

### Governance and well-led

**XX** Equality & Quality Impact Assessments relating to Strategic Programmes  
- if there are no agenda items related to this you can remove this heading and section from your agenda]

**XX XXX** (enclosure/verbal)

**XX** Growth and Development Opportunities

- if there are no agenda items related to this you can remove this heading and section from your agenda]

**XX XXX** (enclosure / verbal)

### Urgent items for escalation

**XX** [Under this heading list those items on your agenda which have been escalated from tactical groups across the organisation requiring immediate discussion and decision

- if there are no agenda items related to this you can remove this heading and section from your agenda]

**XX XX** (enclosure/verbal)

**XX** **Items to Cascade / Communicate** (enclosure)

**All**

**XX** **Assurance and Escalation Reporting**

**Chair**

**XX** **Any Other Business** should be agreed in advance with the Chair of the meeting, any items considered substantial will be added to the agenda as a separate agenda item to ensure that adequate discussion takes place

**Chair**

**XX** **Meeting Evaluation** (verbal)

**All**

[date, time, and venue of next STS SLT meeting]

**Name of meeting:  
Senior Leadership Team**

**People Plan and Innovation (PP&I)**

Date:

Time:

Venue:

**Agenda**

	Lead	Time
1 Apologies for absence (verbal)	Chair	
2 Things We Are Proud Of (verbal)	All	
3 Declaration of any Conflicts of Interest (verbal)	Chair	
4 Minutes of the previous PP&I SLT meeting [date] (enclosure)	Chair	
5 Matters arising (enclosure/verbal)	Chair	
7 Action Log (enclosure – urgent items for escalation or relating to PP&I)	Chair	

**Areas of Strategic Responsibility – Best Place to Work**

- XX [Under this heading list those items on your agenda which relate to this strategic objective - this should include escalation and assurance reports from relevant tactical sub-groups to SLT and the annual reports of relevant operational and tactical groups as described by the workplan]
- XX XXX (enclosure/verbal)

**Areas of Strategic Responsibility – Digital Strategy**

- XX [Under this heading list those items on your agenda which relate to this strategic objective - this should include escalation and assurance reports from relevant tactical sub-groups to SLT and the annual reports of relevant operational and tactical groups as described by the workplan]
- XX XXX (enclosure/verbal)

**Areas of Strategic Responsibility – Finance, sustainability and use of resources**

- XX [Under this heading list those items on your agenda which relate to this strategic objective - this should include escalation and assurance reports from relevant tactical sub-groups to SLT and the annual reports of relevant operational and tactical groups as described by the workplan]



**XX XXX** (enclosure/verbal)

### Corporate Service Business Plan Performance

**XX** [Under this heading list those items on your agenda which relate to the delivery of business plans for HR, Informatics, Finance and Estates – this should include items for escalation by exception from the business delivery plans from these services including receipt and approval of the proposed business plan each year]

**XX XXX** (enclosure/verbal)

### Governance and well-led

**XX** Approval of Business Cases  
- if there are no agenda items related to this you can remove this heading and section from your agenda]

**XX XXX** (enclosure/verbal)

**XX** Ratification of Policies  
- if there are no agenda items related to this you can remove this heading and section from your agenda]

**XX XXX** (enclosure / verbal)

### Urgent items for escalation

**XX** [Under this heading list those items on your agenda which have been escalated from tactical groups across the organisation requiring immediate discussion and decision  
- if there are no agenda items related to this you can remove this heading and section from your agenda]

**XX XX** (enclosure/verbal)

**XX** **Items to Cascade / Communicate** (enclosure) **All**

**XX** **Assurance and Escalation Reporting** **Chair**

**XX** **Any Other Business** should be agreed in advance with the Chair of the meeting, any items considered substantial will be added to the agenda as a separate agenda item to ensure that adequate discussion takes place **Chair**

**XX** **Meeting Evaluation** (verbal) **All**

[date, time, and venue of next PP&I SLT meeting]