



Trust Executive Committee (TEG)

Terms of Reference

1.0 Constitution

- 1.1 The Trust Executive Committee is a standing Committee that has been formally constituted by the Board of Directors of Yorkshire Ambulance Service NHS Trust (the Trust) in accordance with its Standing Orders. The Committee is known within the Trust as the Trust Executive Group (TEG) and is accountable to the Board of Directors [the Board].

2.0 Authority

- 2.1 TEG is authorised by the Board to act within its Terms of Reference and will be provided with Trust resources to do so. All members of Trust staff are directed to co-operate with any request made by TEG.
- 2.2 TEG is authorised by the Board to instruct professional advisors and request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary.
- 2.3 TEG has no executive powers other than those set out in these Terms of Reference.
- 2.4 TEG is authorised to meet via a virtual/remote arrangement if it deems that necessary.

3.0 Purpose and Duties

- 3.1 The purpose of TEG is to be the senior operational decision-making body of the Trust, determining or overseeing the determination of key operational policies, business cases, and decisions which need to be made at Trust level, but which are not matters reserved for decision by the Trust's Board of Directors.
- 3.2 TEG will oversee the effective strategic and operational delivery of the Trust's strategy and enabling strategies, and its clinical, operational, workforce and financial objectives, including the achievement of statutory duties, clinical standards and targets, and high-quality patient care. This will include ensuring that there is appropriate integration, co-ordination and co-operation between individual service lines; between service lines and corporate functions; and with the Trust's key stakeholders and partners.
- 3.3 TEG will gain assurance, on behalf of the Board on the following areas:
- 3.3.1 Development and delivery of the Trust's strategy and enabling strategies following approval by the Board, with reviews undertaken at regular intervals.

- 3.3.2 Ensuring processes are in place for the identification and management of risk to the achievement of strategic and operational objectives and to report exceptions.
- 3.3.3 Ensuring delivery of the Trust's clinical, operational, workforce and financial activity and objectives, allocating resource where necessary to deliver the Trust's objectives or other obligations.
- 3.3.4 Ensuring there is a process in place for the approval of policies.
- 3.3.5 Providing a forum for individual directors to deliver their delegated responsibilities, where they can provide briefings, exchange information and resolution of issues.
- 3.3.6 Promoting and embedding an open and supportive culture of continuous innovation, improvement, and organisational development.
- 3.3.7 Ensuring the Trust demonstrates the Trust's values and behaviours including qualities associated with Equality, Diversity and Inclusion.
- 3.4 TEG will be the senior formal committee of the Trust through, which all other operational committees/groups (except committees of the Trust's Board of Directors) report (directly or indirectly). The Chairs of the above committees/groups will be required to submit a highlight report to TEG. TEG reserves the right to request the Chair(s) of a group(s) to attend on an ad hoc basis. The committees (or groups) reporting directly into TEG are listed at 12. Below, which include an indicative list that will be reviewed and updated as appropriate and formally approval by TEG as required.

4.0 Membership

4.1 TEG membership will consist of:

- Chief Executive (Accountable Officer)
 - Deputy Chief Executive
 - Chief Operating Officer
 - *Director of Professional Practice and Quality
 - Executive Director of Finance
 - Executive Director of People and Organisational Development
 - Medical Director
 - Chief Information Officer
 - Strategy, Planning and Performance Director
 - System Partnership Directors (South Yorkshire, West Yorkshire, Humber and North Yorkshire)
 - Associate Director of Communications and Engagement
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- Associate Director of Estates, Fleet and Facilities
 - Director of Corporate Services/Company Secretary
- 4.2 The Chief Executive will be Chair of TEG, the Deputy Chief Executive will be Vice Chair. In exceptional situations, in their absence an Executive Director will Chair the meeting.

5.0 Attendees

- 5.1 Subject to agreement with the Chair, other senior officers of the Trust may be invited to attend to present or support the presentation of specific papers, although only TEG members may place papers on the agenda and accountability for those papers rests with the TEG member doing so.

6.0 Quorum

- 6.1 Quorum will be a minimum of six members present, including two voting Executive Directors. At least one of those present must be the Chief Operating Officer, the †Director of Professional Practice and Quality, or the Medical Director.
- 6.2 No decisions shall be taken by TEG unless a quorum is present.
- 6.3 Members unable to attend a meeting may nominate a deputy to attend on their behalf, agreed with the TEG Chair. (*Nominated deputies shall not count towards the quorum.*)
- 6.4 Deputies must be fully briefed to contribute on the relevant issues. Full access to papers will be provided for all deputies.
- 6.5 Members are able to attend TEG meetings in person, by telephone, or by other electronic means.
- 6.6 Members in attendance by electronic means will count towards the quorum.

7.0 Decision Making and Voting

- 7.1 TEG is accountable through the Chief Executive to the Trust's Board of Directors. Where required, reporting from the TEG will be to the Trust's Board of Directors.
- 7.2 The Chair of TEG (the Chief Executive) has the overall responsibility for the performance of TEG and also has the final decision on actions required in order to comply with the Terms of Reference, or where a potential conflict may arise with the Trust's Board of Directors, or with their responsibilities as Accountable Officer.

7.3 Members of the TEG may be invited to vote on matters on which consensus cannot be achieved or to give an indication of where differences of opinion lie, but any such vote is advisory to the Chief Executive and not binding. Votes will be recorded in the minutes, including the votes of individual TEG members.

7.4 Only members present at a meeting of TEG may vote. Each member is allowed one vote.

8.0 TEG Administration

8.1 TEG will usually meet on a weekly basis and shall meet at any other time that the Chair of TEG or members shall require, in order to allow TEG to discharge all of its responsibilities.

8.2 The Chair of TEG will set the agenda and agree which papers may be presented at each meeting.

8.3 The Corporate Business Officer will act as the Secretary to TEG with the support and guidance of the Company Secretary to support the Chair of TEG in the management of TEG's business and drawing attention to good practice, national guidance and other relevant documents, as appropriate.

8.4 Notice of each meeting shall be made available to each member of TEG, no less than two working days before the date of the meeting in electronic form unless agreed otherwise by the Chair or Vice Chair.

8.5 Administrative support to TEG shall be provided by the Corporate Business Officer who will take minutes and clearly record actions. Items for inclusion on the agenda shall be submitted at least 5 working days prior to the meeting. Agendas can only be amended by the agreement of TEG Chair/Vice Chair.

8.6 The Chair shall establish, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are recorded in the minutes accordingly.

8.7 The Corporate Business Officer shall minute the proceedings of all meetings and provide draft minutes within two working days, reviewed and approved by TEG Chair before the next meeting.

9.0 Meeting Procedures Submission of Documents and Presentations

9.1 Documents to be submitted by e-mail to the Corporate Business Officer via the supporting Director's office. No documents will be accepted from other sources.

9.2 For presentations, an executive summary is required to be submitted which summarises the content of the presentation: Executive summaries to be submitted to the Corporate Business Officer by 12:00pm on the Friday of the week before the meeting. Presentations may be submitted after the deadline but shall be sent to the Corporate Business Officer prior to the meeting.

10.0 Reporting and Accountability

- 10.1 TEG is accountable to the Board.
- 10.2 TEG will report to the Board through a Highlight Report presented by the Chief Executive, and by means of the Minutes of TEG meetings.
- 10.3 TEG will report to the Board annually on its work in support of the annual governance statement. The Annual Report should also describe how TEG has fulfilled its terms of reference and give details of any significant issues that TEG has considered and how these were addressed.
- 10.4 TEG shall have the power to establish additional meetings for the purpose of discussing strategic or other major issues requiring detailed consideration by TEG.
- 10.5 TEG shall have the power to establish sub-groups and/or task and finish groups for the purpose of addressing specific tasks or areas of responsibility.
- 10.6 The Chair from each of the operational sub-groups will provide the approved minutes from the sub-group's meeting.

11.0 Monitoring and Review

- 11.1 The Terms of Reference of TEG will be reviewed at least annually and submitted to the Board for approval.
- 11.2 TEG will undertake an annual review of its performance, via self-assessment by its members and any agreed actions, will be reported to the Board.

12.0 Reporting Structure

- 12.1 The following groups will report to TEG:
 - Area Strategic Leadership Group
 - Clinical Governance Group
 - Trust Learning Group, Medicines Optimisation Group
 - Safeguarding Executive Review Group
 - Executive IPC Review Group
 - Joint IUC/EOC Clinical Governance Subgroup
 - YAS/YAA Partnership Board
 - Health and Safety Committee
 - Risk Assurance Group
 - Organisational Efficiency Group
 - Resilience Governance Group
 - Operational Leadership Team
 - Performance Delivery Group
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 - Capital Monitoring Group
 - Trust Procurement Group

- Estates Programme Board to replace the H&S Programme Board
- Digital Group
- Gate Review Group
- People and Culture Group
- Joint Staff Group (JSG)

Reviewed and approved by the TEG: 21 June 2023

Approved by the Board of Directors: 27 July 2023

Next Planned Annual Review, on or before: April 2023