

10 June 2024

Senior Management Teams

With respect to Adult Services and Older Peoples, Trauma and Orthopaedics, Community Social Work and Hospital Social work, please provide.

1. Clarification as to whether each specific service areas has an SMT? If so:

(a) How often does each SMT meet?

Adult Community, Older Peoples Services & AHPs

Weekly

Trauma, Ortho, Rehab, Imaging, Medical Physics and Outpatients

Weekly

(b) Which staff roles are represented at each SMT?

Adult Community, Older Peoples Services & AHPs

The collective leadership teams of each of the 3 Divisions, Director, HR Business Partner and Finance Business Partner

Trauma, Ortho, Rehab, Imaging, Medical Physics and Outpatients

The collective leadership teams of each of the 2 Divisions and the Director

(c) Does each SMT submit updates to the Trust Board and, if so, how often?

Adult Community, Older Peoples Services & AHPs

This meeting deals with any emerging issues, anything to feedback and the Director updates the senior team on discussions from Trust Board and Executive Team

Trauma, Ortho, Rehab, Imaging, Medical Physics and Outpatients

This meeting deals with emerging issues, anything to feedback including new incidents or complaints and the Director updates the senior team on discussions from Trust Board and Executive Team.

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Q2 of FOI/32945

How does the role and purpose of an SMT differ from that of a Live Governance Team?

The response states: "We are unclear what the requester means when they refer to "Live Governance Team" and as such we are not able to respond to question 2."

'Live Governance' is a term that has been used in documentation previously provided to me and in communication with me, in particular by Adult Community and Older Peoples Services. I wish to understand more about the function and operation of this mean.

Adult Community, Older Peoples Services & AHPs

They have a live governance meeting each week to review all governance issues – incidents, SAs, risks, RQIA inspections etc. The service managers attend. The Director does not.

Within Trauma, Orthopaedics, Rehabilitation (TOR), Imaging, Medical Physics there is a weekly senior team meeting attended by the collective leadership teams of each of the 2 Divisions and the Director.

This meeting deals with emerging issues, anything to feedback including new incidents or complaints and the Director updates the senior team on discussions from Trust Board and Executive Team.

Trauma, Ortho, Rehab, Imaging, Medical Physics and Outpatients

They also have an additional section for the collective leadership team from TOR which, on a weekly basis focuses on different topics, finance, governance, people and culture, safety & quality with appropriate attendance from either finance business partner or the governance team.

There is not a report from these meetings directly to Trust Board. The Director would escalate concerns of emerging issues to Trust Board as appropriate. Or Trust Board may ask for a presentation or agenda item for a future meeting if they wanted a fuller discussion.

Q7 of FOI/32945

Please provide any policy/guidance on the role of SMTs: No response provided.

For your further information, I have tried making enquiries to ACOPS for clarity on the functions and reporting procedures of various teams that ACOPs staff regularly refer to but whose composition and functions I do not understand. My ongoing attempts explains why my response to the FOI response attached is a few days outside the two-

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month timeframe provided. ACOPs staff tend to refer me to DPO/PLO, whose responses also do not clearly answer my questions.

There is no guideline or policy for SMTs.