



# CHS Senior Management Team

## Terms of Reference

### Purpose

**The Senior Management Team (SMT) is the formal executive decision-making body established by the National Convener/ Chief Executive (NC/ CEO) to :**

- Provide information for decision making by the Board of CHS
- Lead on the development of business and corporate plans and budgets, the monitoring of performance, quality and risks once the plans and budgets have been approved by the Board and Scottish ministers
- Lead on the preparation and development of CHS' policies and strategies to deliver the organisation's business
- Determine clear collective and individual priorities
- Ensure resources are available and adequately managed to carry out key objectives
- Lead on the identification, assessment and mitigation of operational and strategic risks in co-operation with partners when appropriate
- Monitor budget spend
- Approve expenditure as set out in CHS' Scheme of Delegation

### Authority

The SMT discharges the authority of the NC/ CEO and that authority which may be delegated to its individual members in the NC/ CEO Scheme of Delegation and the Chief Executive delegated authority, and from time to time by the Chief Executive as recorded in the minutes.

### Reporting

The NC/ CEO is accountable to Scottish Ministers, through the CHS Chair and Board on all proceedings undertaken within his/ her duties and responsibilities. The other members of the SMT are accountable to the NC/ CEO.



# CHS Senior Management Team

## Membership

The Senior Management Team consists of:

- The National Convener and Chief Executive / Accountable Officer
- The Depute Chief Executive
- The Head of Finance <sup>(1)</sup>
- The Head of Human Resources <sup>(2)</sup>
- The Joint Head of IT <sup>(3)</sup>

## Meetings

The Senior Management Team meets monthly, usually on the first Tuesday of the month. This can be changed with members' agreement.

The SMT meeting remains a constant and in the event that a member cannot attend, they may, where practical, provide a briefing note to support their views on any issue on the agenda.

Other attendees may attend at the discretion of SMT in support of specific agenda items.

## Quorum

The SMT is considered quorate if at least half of its currently serving members are present.

A member may be present at a SMT meeting, count towards the quorum and participate fully by means of video conference or telephone conference call.

## Secretariat

The Governance Officer provides secretariat support to the SMT.

Boyd McAdam  
National Convener & Chief Executive  
June 2017

## Children's Hearings Scotland

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