

SENIOR LEADERSHIP TEAM

1. SENIOR LEADERSHIP TEAM (SLT)

TERMS OF REFERENCE

- 1.1 Comprising of: Chief Executive, all Directors, Monitoring Officer and Human Resources Manager
- 1.2 Responsible for supporting the political leadership of the Council in providing strategic direction for the Council and formulating strategic objectives and plans to achieve these.
- 1.3 Facilitate the operation of the Council's decision making structure by providing appropriate support and advice.
- 1.4 Consider and agree matters that relate to the overall corporate management arrangements of the Council to achieve a consistent and measured approach to the management of the Council's business.
- 1.5 Work with the Executive and councillors to develop and implement the council's budget and policy framework, including the council's business plan, annual budget and medium-term financial strategy.
- 1.6 Agree the council's approach to performance management and monitor to ensure it is properly implemented across all service areas and new projects and policies.
- 1.7 To approve all policies and procedures relating to all aspects of employment of the Council's employees, including terms and conditions and pension related matters.
- 1.8 Receive as appropriate all reports from Officers prior to submission to Members at Committees, Boards, Council and all other Member Panels.
- 1.9 Ensure that Officer Codes of Conduct are adhered to across the council. Actively promote the importance of maintaining probity, honesty and lawfulness. Where officer conduct falls short of the required standard ensure that lessons are learned and where appropriate, policies/protocols are reviewed and updated to reflect this.
- 1.10 In consultation with the responsible Executive Member, to make any necessary officer appointments to the shareholder group, building control company board(s) and associated panels, of which the council is a shareholder, of the jointly owned Hertfordshire Building Control group of companies.

- 1.11 In consultation with the responsible Executive Member, to make decisions on behalf of the council in its capacity as a shareholder in relation to the building control company, of the jointly owned Hertfordshire Building Control group of companies.
- 1.12 Make appropriate recommendations to the Cabinet, Committees or the Council on matters within their respective functions.
- 1.13 Agree relevant SLT sponsor for corporate projects and initiatives.
- 1.14 Agree employment matters (including policies, procedures and staffing structures) including Health & Safety policies.
- 1.15 Agree at each SLT meeting what matters should be communicated to staff and determine the appropriate mechanism for doing so.
- 1.16 In urgent or emergency circumstances to carry out business within the powers of the Council in consultation with the appropriate Executive Member.
- 1.17 To consider and update the Forward Plan.

SENIOR MANAGEMENT TEAM (SMT)

TERMS OF REFERENCE

- 1.1 Comprising of: Chief Executive, all Directors, Monitoring Officer, Human Resources Manager and Assistant Directors.
- 1.2 Support the facilitation and operation of the Council's decision making structure by providing appropriate support and advice.
- 1.3 Support the development of the council's budget and policy framework, including the council's business plan, annual budget and medium term financial strategy.
- 1.4 Within the Council's framework for Performance Management:
 - i) Monitor the implementation of strategic priorities set out in Service Plan targets via regular quarterly monitoring reports.
 - ii) Monitor performance against local and national performance indicators and other adopted quality assurance systems via regular quarterly monitoring reports.
 - iii) Monitor the implementation of improvement, action and project plans via regular monitoring reports. Monitoring frequencies to be determined on a case by case basis.
 - iv) Monitor revenue and capital expenditure and trends via regular quarterly monitoring reports.
- 1.5 Consider any matter that is of a corporate and/or cross cutting nature.
- 1.6 Monitor, on a regular basis, the progress/activities relating to major strategic partnerships and external bodies with which the Council is involved.
- 1.7 Receive the minutes of all Officer Working Parties to monitor their respective activities and make recommendations as appropriate.
- 1.8 Make appropriate recommendations to the Cabinet, Committees or the Council on matters within their respective functions.
- 1.9 Agree at each SMT meeting what matters should be communicated to staff and determine the appropriate mechanism for doing so.
- 1.10 Develop and support corporate projects, taking collective responsibility for their completion and promoting to and involving teams/ individual members of staff.
- 1.11 To consider and update the Forward Plan.