

RDM Senior Leadership Team (SLT): Terms of Reference, with membership 2024-25

Purpose

1. Under the leadership of the Head of Department (also the chair of SLT), the SLT is collectively responsible for the long-term success of the Radcliffe Department of Medicine (RDM).
2. The SLT develops the scientific vision for and direction of RDM, encapsulated in the Department's annually-refreshed five-year plan, and identifies the strategies, policies and significant operational steps needed to implement it.
3. The SLT is a forum for sharing critical information across the department, discussion, problem-solving and decision-making.
4. The SLT considers the strategic aspects of:
 - a. Research – development and contracts, relationships with funders;
 - b. Teaching – undergraduate and postgraduate;
 - c. People, environment and culture;
 - d. Estates, premises, infrastructure and capital projects.
5. The SLT will receive minutes and reports from time to time from the Department's committees with responsibility for specific areas, such as the Equality, Diversity and Inclusion (EDI) Committee, and the committees which report to it (Mentoring Committee, Career Development Committee and Education and Teaching Committee), and the Graduate Studies Committee, and Academic Career Panel;
6. The SLT is supported in its responsibilities by:
 - a. inviting relevant senior officers in RDM Strategic to attend for item(s), as required by the business to be discussed;
 - b. relevant business intelligence reports for scrutiny and monitoring.

Membership

Membership is *ex officio*.

	Role	Name
1.	Head of Department (chair)	Prof Keith Channon
2.	Head of CVM	Prof Stefan Neubauer
3.	CVM Business Manager	Mr Joel Atkin
4.	Head of IMD	Prof Alison Simmons
5.	IMD Business Manager	Ms Jo Hovard
6.	Head of NDCLS	Prof Deborah Gill
7.	NDCLS Business Manager	Mrs Lee-Anne Stork
8.	Head of OCDEM	Prof David Ray
9.	OCDEM Business Manager	Dr Mark Evans
10.	WIMM Director	Prof KJ Patel
11.	WIMM Administrator	Dr Stella Keeble
12.	Director of Graduate Studies	
13.	EDI Academic Lead	Prof Anne Goriely
14.	Head of Administration and Finance (secretary)	Dr Jane Sherwood
15.	Finance Manager	Mrs Eleanor Cameron
16.	Head of Strategic Research Development	Dr Sarah Ball
17.	Head of Communications	Mrs Jacqueline Pumphrey
18.	Head of HR	Ms Emma Engel

Minutes secretary: Amanda Cox, EA to the HoD & HAF

Senior RDMS officers who receive papers

	Role	Name
1.	EDI and Strategic Projects Facilitator	Ms Charlotte Smith
2.	Graduate Studies Manager	Dr Jill Walker

Secretary: EA to HoD and HAF (Amanda Cox) – arranging dates and venues, circulation of agenda, papers and action minutes.

Attendance: members of SLT should normally attend all meetings. Should a member not be able to attend a meeting, apologies in advance should be sent to the chair and secretary. In the event that the chair is not able to attend the meeting, one of the Heads of Division/WIMM Director will be asked to chair instead.

Conflict of interest: attendees should declare any interest that could give rise to a conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes. If the chair deems it appropriate, such attendee(s) shall absent themselves from all or part of the SLT’s discussion of the relevant item.

Decision-making: the aim is to reach decisions by consensus. If this is not possible, a vote will be taken by show of hands (or other suitable means if this is not possible) and the chair will have the casting vote.

Quoracy for decisions: a minimum of the chair, three heads of division/WIMM Director and – for financial decisions – either the HAF or Finance Manager. Non-quorate meetings may go ahead unless the chair decides not to proceed. Any decisions made by the non-quorate meeting must be reviewed by the full membership by correspondence or at the next quorate meeting.

Business falling between meetings: matters which fall within the SLT’s terms of reference may be transacted between meetings by correspondence with members and/or by chair’s action, as needed. Chair’s actions will be reported to the next meeting of the SLT.

Frequency of meetings: every two months.

Format of meetings: in core hours as far as possible; in person (arrangements to be made should a member have a particular need to join remotely).

Length: 2 hours.

Location: moving around the divisions of RDM and the WIMM (to increase mutual knowledge of RDM estate and operations).

Review: the operation of the SLT will be reviewed by the SLT from time to time, for example annually, and amendments made to these Terms of Reference as agreed.

14.10.24 (ToR updated by SLT 14.11.24)