

TOR for Clinical Directorate Management Team Meetings

Purpose

The main purpose of the meeting is to maintain oversight of all operational management and delivery of clinical services.

Duties

1. Oversee operational performance
2. Monitor and deliver KPI's, CQUINs, SDIP's
3. Monitor patient access to clinical services - referral to treatment
4. Monitor financial position
5. Monitor workforce/HR issues/Staff survey plans/learning and development
6. Sign off business plans and receive assurance in relation to delivery of business plans including:
 - Objectives and goals set for the financial year
 - Progress/achievement re. objectives
 - Receive updates on performance
 - Engagement plans
 - Income streams, contracts
 - Savings schemes
 - Approval of new business development including new business tenders and new projects outside of business plan
 - Review of operational policies

Members

Associate Director of Operations (chair)
Clinical Director
Clinical Service Manager/Clinical Nurse Manager
Team Manager where appropriate
Matron
Finance lead
Contract lead
HR lead
Professional leads
L&D

Quoracy

The meeting will be considered quorate with 50% of the members present

Meetings

The meeting will take place monthly

Administration

Papers will be distributed prior to the meeting. There will be no formal minutes, only action notes

Reporting

The meeting will report to the Operational Management Team.