

# **Birmingham & Solihull Mental Health NHS Foundation Trust**

## **Operational Management Team – Terms of Reference**

### **1. Overview**

The Operational Management Team (OMT) will on a Trust wide basis:

- Ensure that there is an effective overview and scrutiny of the management, delivery and performance of the Trust's clinical services.
- Monitor performance against national and local targets and service contracts.
- Monitor relations with key stakeholders and take action in response where appropriate.
- Receive, consider and where appropriate approve policies, procedures, business, service plans and proposals.
- Work effectively with all other Trust working groups, committees, boards and departments.

### **2. Principal Roles & Responsibilities**

The OMT principal roles and responsibilities include:

Ensure that services are designed and delivered to meet service user and carers' needs.

Resources (workforce, financial and asset's) are robustly managed and support the delivery of clinical services and business plans.

Develop and maintain effective working relationships with key internal and external stakeholders and partners.

Receive and consider reports and matters by exception from all other relevant formal management groups, committees and the Trust Board. These include:

- Clinical Governance Committee
- Finance, Planning & Productivity Committee
- Integrated Quality Committee
- Trust Board
- Service Areas
- Workforce Subcommittee

### **3. Responsibilities of the Operations Committee members**

OMT members responsibilities will include:

- The management of services associated with their respective roles/portfolios.
- Attend and participate in Operational Committees.
- Familiarise themselves with relevant documentation/material before Committee meetings.

- Accept and discharge in a timely manner, roles, assessments agreed in the Operations Committee.
- Develop and maintain a thorough knowledge and understanding of the Trust's services and business plans.
- Attend events which support/promote the Trust and its services.
- Develop and maintain effective partnerships with internal and external stakeholders.
- Undertake formal written reports for each OMT area of responsibility.

#### **4. Membership**

Membership of the OMT will include the:

Chief Operating Officer  
 Clinical Directors  
 Associate Directors of Operations  
 Medical Director  
 Director of Nursing  
 Chief Psychologist  
 Associate Director of Governance  
 Associate Director of Performance

Directors/heads of professional support service functions (e.g. estates, finance, HR and ICT) will be invited on a rotational basis.

Executive Directors or Designated Deputy have an open invitation to attend the Committee.

#### **5. Chair and frequency of meetings**

The Director of Operations will chair the OMT. The OMT will meet weekly on a Tuesday at 10.30-12.30 as per the following monthly schedule:

- |                     |   |
|---------------------|---|
| 1 <sup>st</sup> Tue | Senior Management & Leadership Team (SMALT):<br>chaired by ADs with CDs chairing local clinical governance committees.    |
| 2 <sup>nd</sup> Tue | OMT: Transformation and Service Redesign (+ business as usual)<br>chaired by Chief Operating Officer or Medical Director. |
| 3 <sup>rd</sup> Tue | OMT: Finance, Planning and Performance (FPP) (+ business as usual)<br>chaired by Chief Operating Officer.                 |
| 4 <sup>th</sup> Tue | Workforce Subcommittee (+ business as usual)<br>chaired by Deputy Director of Workforce & Inclusion.                      |

#### **6. Quorum**

A quorum will consist of at least the Chief Operating Officer, 2 Clinical Directors, 2 Associate Directors of Operations and 1 Associate Medical Director.

The terms of reference will be formally reviewed by the OMT in April of each year and may be amended by the OMT at any time to reflect changes in circumstances.

**7. Reporting**

