



**Senior Management and Leadership Team (SMALT)
Planning and Development Group**

TERMS OF REFERENCE

Purpose

The main purpose of SMALT P&D 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
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 Lead
Clinical Service Manager/Clinical Nurse Manager (Matron to deputise)
Team Manager where appropriate
Finance lead
Contract lead
HR lead
Professional leads

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

SMALT P&D will report to the Operational Management Team meeting