

Northumberland Tyne and Wear NHS Foundation Trust

Board of Directors Meeting

Meeting Date: 25 October 2017

Title and Author of Paper:

Corporate Decisions Team – Terms of Reference for Approval
Julie Robson, Corporate and Quality Governance Manager

Executive Lead: Lisa Quinn, Executive Director of Commissioning & Quality Assurance

Paper for Debate, Decision or Information: Decision

Key Points to Note:

- Trust Governance Structure chart has been updated and is attached for information.
- The terms of reference for the Corporate Decisions Team are included within this report for approval by Trust Board. These have been reviewed by the CDT during October 2017

Risks Highlighted to Board :

No additional risks.

Does this affect any Board Assurance Framework/Corporate Risks?

Please state **Yes** or **No**: Yes
If Yes please outline

Assurance in relation to Corporate Governance.

Equal Opportunities, Legal and Other Implications:

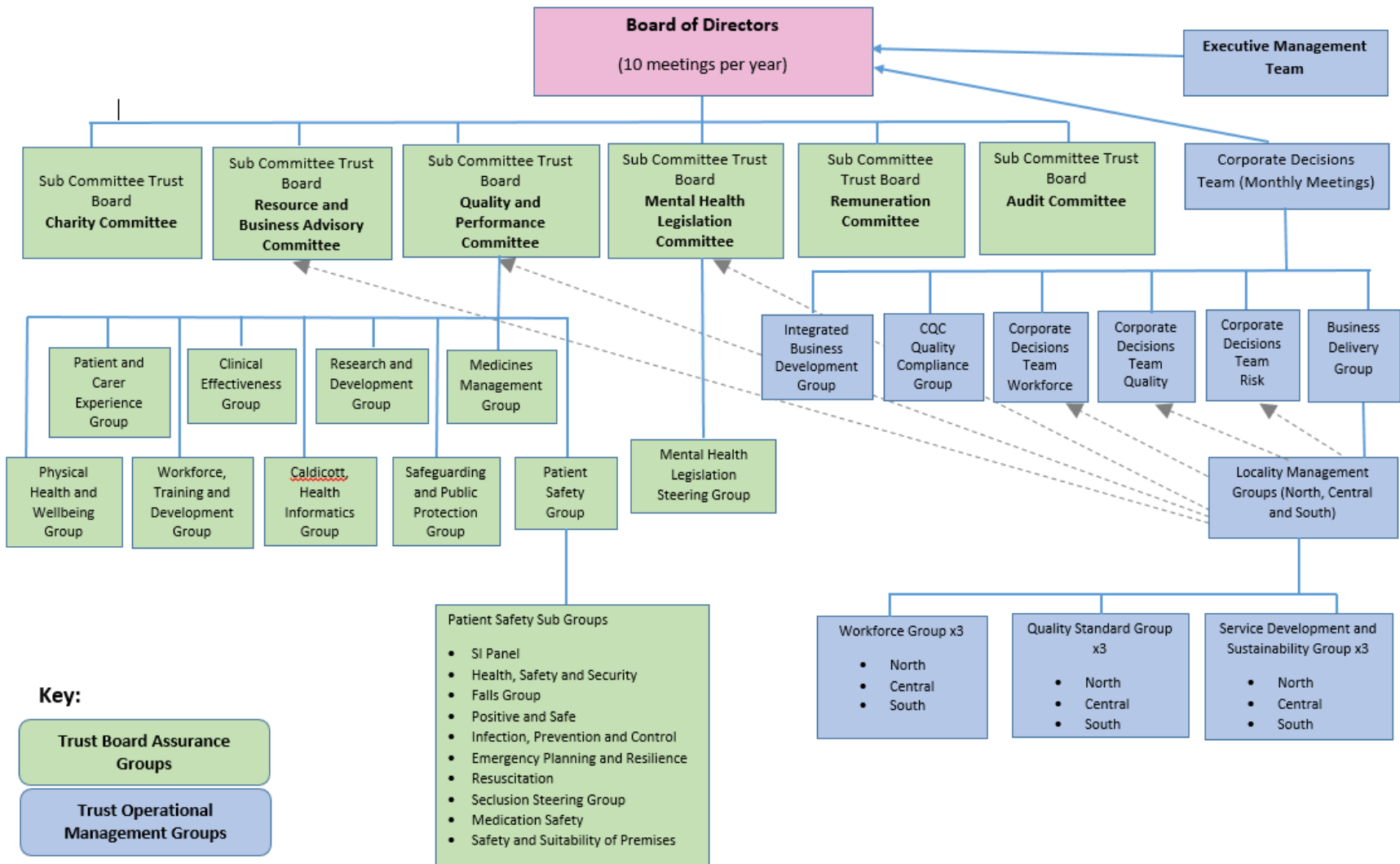
None

Outcome Required:

Approval of the Terms of Reference for Corporate Decisions Team.

Link to Policies and Strategies:

Corporate Governance & Annual Governance Statement



Terms of Reference

Committee/Group Name: Corporate Decisions Team (CDT)

Committee/Group Type: Decision Making

Timing & Frequency: CDT Business Meeting second Monday of month
CDT “Time Out Events” Quarterly

Personal Assistant to Committee/Group: Administration Officer, Chief Executive’s Office

Reporting Arrangements: Minutes to Trust Board

Membership:

Chair:	Chief Executive
Deputy Chair:	Nominated Executive Director
Members:	Executive Directors (5) Group Directors (9) Group Nurse Director of Safer Care Group Medical Director of Safer Care Director of R and D ,Innovation and Clinical Effectiveness Managing Director of NTW Solutions Clinical Director of AHP and Psychological Services Chief Pharmacist Director of Medical Education* Director of Informatics Chief Clinical Information Officer* Director Transformation and NTW+
	*Full members but open to attend as Agenda dictates
In Attendance:	Deputy Director, Corporate Relations and Communications
Quorum:	Not applicable
Deputies:	By agreement with the Chief Executive

Purpose:

The Corporate Decisions Team is responsible for:

- Supporting the Board of Directors in the development of the Trust's Strategy, supporting Strategies and Operational Plans.
- The co-ordination, oversight and delivery of the Trust's Strategy, supporting Strategies and Operational Plans and for managing the risks associated with the delivery of these through the implementation of the Trust's risk and control framework.
- Making decisions according to the authority delegated to the Corporate Decisions Team, as agreed within the Decision Making Framework, or where appropriate making recommendations to the Board of Directors in line with the Trust's vision, values and Strategic Ambitions.
- Ensuring that effective arrangements are in place to develop and manage partnerships and stakeholder relationships and engagement.
- Ensuring that the needs of service users and carers are paramount and inform all discussions and decisions of the Corporate Decisions Team.

Authority:

To act on behalf of the Board making decisions, according to the authority delegated within the Decision Making Framework, or where appropriate to recommend decisions to the Board of Directors in line with the Trust's vision, values and Strategic Ambitions.

Deliverables:**Strategy, Planning and Partnerships**

- Collective understanding of strategic challenges, opportunities and agreement on actions.
- Development of draft 5 Year Strategy and supporting Strategies on behalf of the Board of Directors with recommendations for consideration by the Board of Directors.
- Development of draft Operational Plans, including Financial Plans, on behalf of the Board of Directors, with recommendations for consideration by the Board of Directors.
- Horizon Scanning and Intelligence, including national/local policy developments and operational/strategic partnerships, their impact on the Trust and its services, strategic and operational risks and mitigations.

Performance and Assurance

- Oversight of the delivery of the Trust's Strategy, key supporting Strategies, Operational Plans and Financial Plans, including action plans, risks and mitigation, reporting to the Board as appropriate.

- Oversight of Trust performance and assurance (including Integrated Commissioning and Assurance Reports, Finance Reports and Service User and Staff experience), action plans, risks and mitigations, reporting to the Board as appropriate.
- Oversight of Board Assurance Framework, Corporate Risk Register and Group/Directorate Risk Registers with assurance provided to the Board sub Committees and Board of Directors with regard to risks and mitigations.

Communication, Engagement and Involvement

- Agreement regarding key messages, communication, involvement and engagement programmes including those with staff (e.g. Conversations, Speak Easy) and key stakeholders.
- Co-ordination and alignment of communications, agendas and papers for Council of Governors and Board of Directors.

Decision Making

- Decision making, in line with the authority delegated to the Corporate Decisions Team within the Decision Making Framework, where appropriate making recommendations to the Board of Directors in respect of decisions reserved to the Board.

Quarterly “Time Out Events”

- “Deep dives” into key strategic issues with the attendees to include other staff (e.g. at Operational Director level and leaders from Corporate functions) to participate and promote collective leadership.

Sub Groups:

Executive Directors/Operations Group (9 plus 6)
 Business Delivery Group
 CDT- Quality (Q)
 CDT - Workforce Group
 CDT-Risk Management Sub Group
 Integrated Business Development Group
 CQC Quality Compliance Group

Review: October 2018

Date of Last Review: October 2017