

Management Committee Terms of Reference

Constitution

The Board of Directors hereby resolves to establish an advisory committee to advise and support the Chief Executive in his role in the Trust, to be known as the Management Committee, (the committee). This committee has no executive powers other than those delegated in these terms of reference.

Membership

The committee members will be as follows:

Chief Executive (chair)
Finance Director
The Dean
Trust Director
Nurse Director
Medical Director
Director of Central Service
Director of Human Resources
Director of Performance and Development
Director of Research and Development
Director of Consultancy
Clinical Director of The Portman Clinic
Clinical Director of The Adult Department
Clinical Director of The Adolescent Department
Clinical Director of The Child and Family Department

Quorum

This shall be at least 1/3 of members.

Frequency

The committee will meet once a month. Additionally there will be a Review/Strategy meeting once a month and occasional Conference or other planning meetings.

Agenda and Papers

Meetings of the committee will be called by the chair. The agenda will be drafted by the secretary and approved by the committee chair prior to circulation.

Notification of the meeting, location, time and agenda will be forwarded to committee members, and others called to attend, at least two working days before the meeting. Supporting papers will also be sent out at this time. If draft minutes from the previous meeting have not been circulated in advance

then they will be forwarded to committee members at the same time as the agenda.

Minutes of the Meeting

The secretary will minute proceedings, action points and resolutions of all meetings of the committee, including recording names of those present and in attendance.

The Chief Executive will highlight pertinent issues and what action has been taken as a result in his monthly report to the Board of Directors.

Authority

The committee is authorised by the Board of Directors to investigate any activity within its terms of reference. It is authorised to seek information it requires from any employee and all employees are directed to co-operate with any request made by the committee. The committee is authorised to obtain outside legal advice or other professional advice and to secure the attendance of outsiders with relevant experience if it considers this necessary.

Duties

1. The committee is the central executive committee of the Trust.
2. It advises the Chief Executive on the management of all aspects of the Trust's work.
3. The committee is responsible for leading, managing and co-ordinating the Trust's output activities, clinical work, training, consultancy and research, and for ensuring effective liaison and integration between the clinical and non-clinical directorates.
4. It is responsible for leading and managing the operation of the Trust and its performance in delivering the Annual Plan.
5. It is responsible for developing and proposing strategy to be agreed by the Trust Board and for leading and delivering the Trust's strategic direction via the committees that are accountable to it.
6. It is responsible for reviewing the Trust's management processes and structures and making changes to improve the quality of management.
7. The committee is responsible for reviewing changing demands, opportunities and pressures within the NHS and wider environment and leading the Trust's response to these changes.

8. It is responsible for planning and prioritising to set the annual budget with the Finance Director and the Chief Executive, for agreement by the Trust Board.
9. It is responsible for monitoring the budget on a monthly basis and conducting a mid-year review led by the Finance Director.
10. The committee is responsible for ensuring the Trust's compliance with national standards and the requirements of the Health Commission and other national monitoring bodies.
11. The committee has close liaison with other committees that report to it and will receive regular reports from them. Staff leading in areas of the Trust's work will attend the committee to report and widen consultation. It will need to be responsive to staff and to encourage enterprise and creativity.

Other Matters

At least once a year the committee will review its own performance, constitution and terms of reference to ensure that it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board of Directors for approval.

Sources of Information

The committee will receive and consider minutes from the following committees:

- Trust Clinics Committee
- Training Committee
- Research and Development Committee
- Joint Staff Consultative Committee
- Race, Equality, Diversity and Human Rights Committee
- Tavistock Consultancy Service Management Committee
- Information Management and Technology Management Committee

The committee will receive and consider information from:

- The Board of Governors
- Directors' Group
- Clinical Strategy Group
- Tavistock Clinic Foundation

Reporting

The minutes of the committee will be formally recorded by the secretary and once approved by the committee will be submitted to the Board of Directors for information. The chair of the committee shall draw the attention of the

Board of Directors to any issues in the minutes that require disclosure or executive action.

Support

The committee will be supported by a secretary from the Chief Executive's team.

Terms of reference approved by the Board of Directors 24th July 2007