

CORPORATE DIRECTORS GROUP

TERMS OF REFERENCE

1. PURPOSE

The purpose of the Corporate Directors Group is to assist the Managing Director of Specialised and Tertiary Services Commissioning (the Managing Director) in the performance of their duties, including:

- (a) The development and implementation of strategy, operational plans, policies, procedures and budgets;
- (b) The monitoring of operating and financial performance;
- (c) The assessment and control of risk;
- (d) The prioritisation and allocation of resources;
- (e) Monitoring the issues in each of the Commissioning Teams

2. MEMBERSHIP

The Corporate Directors Group shall be made up of the Managing Director, Director of Finance, Director of Planning, Medical Director, Director of Nursing and Quality Assurance, and Committee Secretary.

Others may be invited by the Managing Director, Specialised Commissioning NHS Wales to attend all or part of any meeting.

3. CHAIR

The Managing Director shall act as the Chair of the Committee. In their absence, one of the other Members shall act as Chair.

4. SECRETARY

The Corporate Governance Team shall act as the secretariat for the Committee.

5. QUORUM

The quorum necessary for the transaction of business shall be four Members.

6. MEETING ARRANGEMENTS

The Corporate Directors Group will meet informally on a weekly basis to consider urgent or key issues.

On a monthly basis Corporate Directors Group will meet formally. Agenda and supporting papers, shall be forwarded to each Member and any other person required to attend, no later than 3 working day before the date of the meeting.

The secretariat will take a record of any significant decisions taken and the actions agree at the meetings.

7. DUTIES

- To develop and review objectives and strategy for WHSSC in the development of its business, having regard to the interests of patients, stakeholders and employees;
- To develop the business cycle and ensure that appropriate preparation is given to Joint Committee business. Ensure actions are taken after Joint Committee and Management Group meetings as agreed.
- To agree the draft agenda and timescales for papers for discussion with the Chair.
- To agree final papers being taken to Joint Committee and subcommittee meetings, including the Management Group, to ensure they are fit for purpose.
- To consider the implications of horizon scanning intelligence incorporating this into prioritisation and planning processes;
- To oversee contract performance monitoring and management including monitoring the overall financial position, key variances and the main actions to address performance issues.
- To coordinate the delivery of the productivity and efficiency delivery plans for specialised services, including signing off detailed delivery plans and monitoring implementation;
- To make recommendations to the Management Group regarding service improvements including investments, disinvestments and other service change;

- To review the organisational structure and make recommendations for change;
- To ensure the control, co-ordination and monitoring within WHSSC of risk and internal controls;
- To exercise effective oversight of WHSSC's arrangements to ensure compliance with its statutory and regulatory obligations;
- To facilitate effective internal communications; and
- To ensure corporate responsibility and working as a corporate team.