

Oxford University Hospitals NHS Trust
Trust Management Executive
Terms of Reference

1. Authority

- 1.1. The Trust Management Executive (TME) has been constituted by the Trust Board and is the executive decision making committee of the Trust, chaired by the Chief Executive.

2. Purpose of Committee

- 2.1. To support the Trust Board in setting and delivering the strategic direction for the Trust, and its associated clinical strategies;
- 2.2. To ensure that there is appropriate integration, connection and liaison between individual clinical services, between clinical and corporate functions and between strategic and operational matters: within the Trust and between the Trust's academic partners;
- 2.3. To support individual directors to deliver their delegated responsibilities by providing a forum for briefing, exchange of information, mutual support, resolution of issues and achievement of agreement;
- 2.4. To make management decisions on issues within the remit of the Trust Management Executive.

3. Membership

- 3.1. The membership of the committee shall be:
- Chief Executive (Chair)
 - Medical Director
 - Director of Finance and Procurement
 - Director of Clinical Services
 - Director of Workforce and OD
 - Director of Assurance
 - Chief Nurse
 - Director of Planning and Information
 - Director of Development and the Estate
 - Divisional Directors (x5)
 - The Head of the Division of Medical Sciences of Oxford
 - Head of Corporate Governance

4. Attendance and Quorum

- 4.1. The Committee will be supported by the Corporate Governance Administrator under the direction of the Head of Corporate Governance.
- 4.2. A quorum for any meeting of the Committee shall be attendance by:
 - Chief Executive (or nominated representative)
 - Three Executive Directors
 - Two Divisional Directors
- 4.3. Members are permitted to send a nominated deputy to cover any periods of absence. The attendance of the deputy should be notified in advance and the deputy must be briefed and authorised to act on behalf of the member.
- 4.4. All members must attend at least 50% of the meetings held in any 12 month period.

5. Frequency of meetings

- 5.1. The Trust Management Executive shall meet on the second and fourth Thursday of each month.

6. Specific Duties

- 6.1. Develop and agree objectives for submission to the Trust Board, in the form of the annual business plan, to deliver the agreed strategy and agree detailed capital and revenue business plans to deliver the objectives.
- 6.2. To ensure, where appropriate, the alignment of the Trust's strategy with the strategy of the University of Oxford and other key partners.
- 6.3. To develop the Trust's clinical service strategies, ensuring co-ordinating and alignment across the clinical divisions,
- 6.4. Closely monitor standards of care, quality and safety by ensuring appropriate actions are taken.
- 6.5. Identify and mitigate risk by monitoring the corporate risk register and board assurance framework, agreeing resourced action plans and ensuring their delivery,
- 6.6. Develop, agree and monitor implementation of plans to improve the efficiency, effectiveness and quality of the Trust's services.
- 6.7. Monitor the delivery of the Trust's service activity and financial objectives and agree actions, allocate responsibilities, and ensure

delivery where necessary to deliver the Trust's objectives or other obligations.

- 6.8. Monitor and ensure the delivery of all specific actions agreed by the Trust Board, by the Trust Management Executive and by committees of both.
- 6.9. Monitor the delivery of the Trust's enabling strategies as advised by the Trust Management Executive's sub-committees,
- 6.10. To devise the Trust's annual and longer term capital programme and monitor its delivery;
- 6.11. Agree all policies – other than those retained by the Trust Board - to ensure the delivery of external and internal governance and best practice requirements and compliance.
- 6.12. Approve major charitable funding bids prior to submission to the trustees.

7. Reporting arrangements

- 7.1. The Chief Executive will inform the Trust Board of key issues agreed by the Trust Management Executive via the Chief Executive's report and through the report of the Trust Management Executive to the Trust Board.
- 7.2. The Trust Management Executive shall receive reports from each subcommittee at least quarterly.

8. Review

- 8.1. The Terms of Reference of the committee shall be reviewed at least annually and the effectiveness of the committee will be reviewed via assessment of compliance with the terms of reference.

Approved date:

Approved by:

Review date: