

**THE CLATTERBRIDGE CANCER CENTRE NHS FOUNDATION TRUST  
OPERATIONAL DELIVERY AND SERVICE IMPROVEMENT SUB COMMITTEE**

| Activity Number | Item   | Item Detail   | Lead  | Apr         | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|-----------------|--|---|-------|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| OD01            | Terms of reference (ToR) and cycle of business (CoB) | Approve the terms of reference and the cycle of business for the Business Development & Delivery Sub-Committee                                  | Chair | X           |     |     |     |     |     |     |     |     |     |     |     |
|                 |  | Receive a report on changes and annual review of effectiveness of terms of reference including review of meeting attendance by members          |       | X           |     |     |     |     |     |     |     |     |     |     |     |
| OD02            | Risk Management                                      | Identify emerging risks from Executive Risk Registers and the Board Assurance Framework (BAF) and ensure that these are appropriately escalated |       | X           | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   |
|                 |  | Approve and monitor any remedial/mitigation plans to reduce the risk exposure or impact   |       | As required |     |     |     |     |     |     |     |     |     |     |     |

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|                 |                         | Receive a Chairs report from the [Risk group looking at divisional/dept. risk].  |             | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   |
| OD03            | Operational performance | Receive the Integrated Performance Report, analyse the data to identify performance trends and associated risks/opportunities and report by exception to the Finance and Performance Committee   |             | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   |
| OD04            | Divisional Performance  | Review the reports of each operating/ corporate department that outline the evidence to support declaration of achievement of key operational activity or milestones, compliance, resourcing issues and the effective management of risk as relevant to their area of responsibility | CDs and GMs | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   |

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| OD05            | Winter Resilience   | Receive plans for winter planning activities and funding  |      |     |     |     |     |     |     | X   | X   | X   | X   | X   |     |
| OD06            | External Engagement | Develop and keep under review an Engagement Strategy  |      |     |     |     |     |     |     |     |     |     |     |     |     |
|                 |                     | Review progress against the delivery of the engagement strategy, evaluation of external engagement and media coverage and positive and negative trends arising from it. Agree remedial action and or plans to mitigate risks as appropriate |      |     |     |     |     |     |     |     |     |     |     |     |     |
| OD07            | Business Continuity | Receive assurance that robust business continuity plans are in place as appropriate to this sub-committees agenda   |      |     |     |     |     |     |     |     |     |     |     |     | X   |

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| OD08            | Benchmarking        | Receive a periodic report benchmarking performance relevant to the sub-committees   |      |     |     |     |     |     |     |     |     |     |     |     |     |
| OD09            | Key programmes      | Receive reports key programmes of work, not included in the TCC strategy. The report will outline any risks to the delivery of benefit realisation and confirmation that management processes for approving new schemes has been appropriately applied in line with the Decision Rights Framework |      |     | X   |     |     | X   |     |     | X   |     |     | X   |     |
| OD10            | Commercial pipeline | Receive the contracting commercial pipeline including the submission of bids and tenders in line with an annual plan  |      | X   |     |     | X   |     |     | X   |     |     | X   |     |     |

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| OD11            | Commissioner contracts  | Receive a report on Commissioner contract negotiations and consider issues arising from discussions and continually monitor   |      | X   |     |     | X   |     |     | X   |     |     | X   |     |     |
| OD12            | New, novel and contentious business included in the commercial pipeline | Identify new, novel and contentious business opportunities and the development of cases for change as appropriate including due diligence exercises and risk evaluation |      | X   |     |     | X   |     |     | X   |     |     | X   |     |     |
| OD13            | Non-core contracts  | Report on the continuing effectiveness of partnering relationships and/or the governance arrangements to meet the business objectives                                   |      | X   |     |     | X   |     |     | X   |     |     | X   |     |     |

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| OD14            | Business Planning Process | Receive the Trust's Annual planning framework and receive assurance that Divisional and Corporate Business Plans support the delivery of the Trust's overall strategic priorities  |      | X           |     |     | X   |     | X   |     |     | X   |     |     | X   |
| OD15            | Continuous improvement    | Review the outcomes of relevant investigations, audits and reports, including those that highlight good practice, and ensure that appropriate action plans are in place to implement the learning from such reports to improve systems, processes and practice. Monitor the implementation of relevant plans and report outcomes to the Audit Committee by exception |      | As required |     |     |     |     |     |     |     |     |     |     |     |

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| OD16            | Committee reporting | Identify any topics/issues that members wish to raise/escalate with/to the Finance and Performance Committee or with other Committees or Sub-committees as appropriate in the Chairs Report | Chair | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   |