

**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			X			X			X				X
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