# Organisational Management Group

# TERMS OF REFERENCE

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# SECTION 1 - INTRODUCTION

## PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Organisational Management Group (OMG).

## GOVERNING BODY

This OMG is a standing committee of the DClinPsy.

# SECTION 2 - PROCEDURE

## RESPONSIBILITY

The OMG has been established to oversee and make decisions regarding the operational management of the DClinPsy.

The OMG shall be responsible for the implementation and monitoring of programme policies and procedures on behalf of the stakeholders in training. It shall adhere to the requirements and standards set by external monitoring and validating agencies, and operate according to the policies and procedures of Lancaster University and Lancashire and South Cumbria NHS Foundation Trust.

The overall aims of the OMG are:

* To monitor and discuss coherence of progress across development and implementation groups (DIGs), offering strategic guidance and maintaining a strong programme ‘vision’.
* To make recommendations to the Directors’ Committee regarding strategic development of the programme.
* To provide an accurate and detailed record of discussions and recommendations regarding strategic development of the programme.
* To make decisions regarding representation at the OMG of development and implementation groups within the programme.

## COMPOSITION

## Membership

|  |  |
| --- | --- |
| Representation\* | OMG Membership |
|  | Lead | Deputy |
| Chair of the OMG | Claire Anderson | Nominated deputy |
|  |  |  |
| OMG Administrator | Rob Parker | nominated deputy |
|  |  |  |
| Clinical Director | Anna Daiches | Clare Dixon |
| Research Director | Ian Smith | nominated deputy |
| Programme Director | Bill Sellwood | Anna Daiches |
| Programme Administrator | Katherine Thackeray | Rob Parker  |
| Assessment DIG | Emma Munks/Will Curvis | Emma Munks/Will Curvis |
| Teaching & Learning DIG | Ian Smith | Christina Pedder |
| Selections DIG | Cathy Amor | Anna Daiches |
| Placement DIG | Emma Munks | Jo Armitage |
| Inclusivity DIG | Clare Dixon | Christina Pedder |
| Pastoral DIG | Jo Armitage | Claire Anderson |
| LUPIN | Anna Duxbury | Fleur Hogdson |
| Part-time training DIG | Emma Munks/Clare Dixon/Rob Parker | Emma Munks/Clare Dixon/Rob Parker |
| CPET DIG | Anna Daiches & Richard Slinger | Kate Swift |
| ARAG | Christina Pedder/ Clare Dixon/ Anna Duxbury |  |

\* It should be noted that this list of development and implementation groups might change as the programme progresses. This list is not exhaustive.

## Chair

The OMG will elect a Chair in February every 2 years. Current members of the OMG will be able to either nominate another OMG member, or nominate themselves for the role. Members should email the current Chair and Administrator with their nomination or self-nomination. If applicable, the nominated person should be copied into the email to show they are aware of the nomination and are happy to take on the role, if elected. OMG members will be emailed as people are nominated. If there is more than one nomination, the Chair will ask OMG members to vote via email. The vote will be sent to and collated by the current OMG Chair and Administrator, or just the Chair/ Administrator if the current Chair has been nominated for re-election or if the Administrator is also eligible and has been nominated. Majority vote wins. If only one person is nominated, they are automatically elected.

The Chair can only be re-elected for a maximum 4 years tenure. They may be nominated again after a two year period.

**2.3 Duties**

The role of the Chair is to lead the overall strategy of the group and regularly review the work of the group to ensure that it is working towards its stated aims. The Chair or OMG Administrator will produce an agenda for each meeting and ensure that agendas, minutes and relevant documents are circulated to members prior to each meeting.

**2.4 Term of Office**

All members of the OMG are ex-officio and will maintain membership of the OMG for the length of tenure of their other office.

## OPERATING PROCEDURES

## Quorum

The Chair or their nominated deputy and five other members need to be present for the OMG to be considered as quorate.

## Meetings

The OMG will meet fortnightly with the exception of January and May.

Where practicable, the agenda together with reports and documents that relate to the OMG, will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate minutes will be kept of each meeting of the OMG. The minutes of a meeting shall be submitted to OMG members for ratification at the next subsequent meeting of the OMG. Once ratified, minutes will be distributed to the whole programme team.

## Reports

DIG reports should be submitted to the OMG for consideration at the ideas stage and where discussion and a decision is required. Decisions made will then be sent to the Directors for final approval.

## Evaluation and Review

The purpose, membership and procedures of the OMG will be reviewed annually, in the June OMG meeting.

## RELATED MATERIAL

|  |  |  |
| --- | --- | --- |
| **Name** | **Location** | **Document Type** |
| DClinPsy decision making process diagram V7 | Admin drive | Visio |

# SECTION 3 - GOVERNANCE

## RESPONSIBILITY

|  |  |
| --- | --- |
| **Policy Owner** | Chair |

1. **DECISION-MAKING**

The OMG will aim to make decisions through consensus agreement of all members present. When a consensus is unable to be achieved, the issue will be referred to the Directors’ meeting.

##  VERSION CONTROL AND CHANGE HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| 1 | November 2017 | OMG members |  |
| 2 | January 2018 | OMG Chair | Addition of option of using a nominated deputy chair to reach quorum |
| 3 | June 2019 | OMG members | Membership names updated in 2.1.Date of election of chair changed to Feb and tenure amended to max of 24 months in 2.2.Addition of ‘Chair or OMG administrator’ to circulate agenda, minutes and relevant documents in 2.3.Years removed from timing of meetings in 3.2.Submission of Action Tables removed in 3.3Meeting frequency adjusted to ‘monthly with exception of Jan and May’ in 3.2.Deletion of action review template in 4. |
| 4 | Sept 2019 | OMG members | Further amendments to membership table 2.1.Duration of tenure removed.Addition regarding process of discussion reports for decision making and role for Directors. |
| 5 | July 2020 | OMG members | Amendments to membership table. |
| 6 | June 2021 | OMG members | Amendments to membership table/ change of NHS Trust name |
| 7 | November 2021 | Chair | Details of how to elect a new chair added to 2.2 Chair.Membership amended- Chair, LUPIN, Plus Ones removed |