Schedule 5

Contract Management

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CONTRACT MANAGEMENT PROCESS

1. Purpose of the Process

To provide a joint forum for:

1.1 Review and ratification of LDA contract schedules for joint signing.

1.2 Identification, resolution and progression of financial, activity and quality matters which arise during the course of the Agreement.

1.3 Agreement of the appropriate allocation of personnel and financial resources.

1.4 Review and ratification of policies which may affect either Party.

2. Forum Membership

2.1 Core contributions to the Contract Management process will comprise the following individuals**, *or appointed representatives*,** considered appropriate by each organisation for example:

2.1.1 For the SHA :

2.1.1.1 Learning Development Account Manager;

2.1.1.2 Finance Manager;

2.1.1.3 Assistant Director Education Commissioning;

2.1.1.4 Head of Commissioning Support - Quality

2.1.1.5 Other representation as appropriate.

2.1.2 For the Service Provider Organisation :

2.1.2.1 Chief Executive;

2.1.2.2 Finance Director;

2.1.2.3 Human Resources Director;

2.1.2.4 Board level Education Lead; and

2.1.2.5 Other representation as appropriate.

3. Terms of Reference

3.1 The forum will deal with all matters referred to it by the Parties relating to this Agreement and in particular will:

3.1.1 Recommend any variations to the provisions of this Agreement;

3.1.2 Recommend payment due for any of the Services that are disrupted by industrial action;

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3.1.3 Advise on matters relating to the Agreement Price and in accordance with educational quality review activities and quarterly financial adjustments;

3.1.4 Negotiate any disputes or claims referred to it in accordance with the Dispute Resolution Procedure;

3.1.5 Make recommendations to respective Boards on the future of clinical education; and

3.1.6 Advise the appropriate Education Providers as soon as reasonably practicable of any matter arising that may impact on clinical education.

4. Mode of Operation

4.1 The members will meet at least once per year and the quorum for meetings shall be active participation by 4 members (including at least 2 from each party).

4.2 The mandatory meeting will be held at least 2 months prior to the commencement of the forthcoming LDA contract period to ensure end of year review and agreement of future activity and finances.

4.3 Additional meetings may be called by either Party, as required and appropriate, to discuss specific issues which shall be notified to either Party by the other in writing at least five (5) Business Days before the proposed date of the meeting. Any additional meeting will be administered by the Party which has called it.

4.4 The agenda for the mandatory meeting will contain the following standing items, as appropriate:

4.4.1 Review of previous year's meeting notes and action plan.

4.4.2 Review of current year's quality management activities, outcomes and action plans :

- Post Graduate
- Undergraduate
- Non Medical
- Library and Facilities

4.4.3 Review of current year's finance management activities and outcomes.

4.4.4 Review of developments for forthcoming NHS financial year.

4.4.5 Negotiation and agreement of LDA schedules, for the forthcoming NHS financial year.

4.4.6 Agreement of action plan for forthcoming year.

4.5 Further agenda items for the mandatory meeting will be agreed in advance of each meeting by the Parties and will be circulated by the SHA with supporting papers to all members at least three weeks before the meeting.

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4.6 The format for any meeting will be agreed at least three weeks in advance by all parties. The meeting can be conducted either face-to-face, by video-conference, by telephone conference or by e-mail discussion within an agreed timescale.

4.7 Minutes will be produced for each meeting and will be circulated to all members as soon as possible, but not later than one month after each meeting, production and circulation to be dealt with by the SHA.

4.8 Actions and recommendations will be by consensus and there will be no voting. The Dispute Resolution Procedure will be invoked as necessary.

4.9 The forum will report to the Chief Executive of the SHA and the Chief Executive of the Service Provider Organisation, or suitable nominees.

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