# Bronze Meeting

# Terms of Reference (TOR)

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| **Version:** | **Owner:** | **Created:** |
| 1.1 | SevernSide Ops Leads and Practice Managers | 17/05/2022 |
| **Published:** | **Approving Director:** | **Next Review** |
| 09/04/2025 | Rhys Hancock (Director of Nursing, AHPs and Governance) | 09/10/2025 |

# Contents

[Purpose 3](#_Toc109744848)

[Co-owners Council Engagement 3](#_Toc109744849)

[Membership 3](#_Toc109744850)

[Frequency 3](#_Toc109744851)

[Quoracy 4](#_Toc109744852)

[Reporting and Accountability 4](#_Toc109744853)

[Review 4](#_Toc109744854)

[Agenda Template 4](#_Toc109744855)

## Purpose

The Bronze Meeting is an opportunity to review important issues for the frontline services and support services, and to support and escalate appropriate issues.

Responsibilities

The Bronze Meeting will hold responsibility for identifying the status of the respective service areas and ensuring group members are updated. It is an opportunity to check in on key issues, get information on relevant topics for dissemination and keep the group informed. It is important to keep communications channels open across BrisDoc.

## Co-owners Council Engagement

The Bronze Meeting will maintain a clear channel of communication with the co-owners’ council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the co-owners’ council remains part of this group’s consciousness when making key decisions.

## Membership

The membership of the Board will be comprised of:

* Medical Director
* Director of Nursing, Allied Health Professionals and Governance
* Programme and Service Director
* Head of IUC
* Practice Managers
* Practice Lead GPs
* Practice Lead Nurses
* Practice Pharmacist
* Deputy Medical Directors
* Head of IUC Nursing and Allied Health Professionals
* Head of People
* Facilities Manager

In addition, members will be co-opted into the group if particular issues or projects arise that require expertise from individuals other than substantive members.

## Frequency

The Bronze meeting will meet on weekly on a Tuesday. A group member has the ability to call an additional, exceptional meeting when the need arises.

## Quoracy

A minimum of four members, with representatives from Practices and IUC to be present for a decision to be made.

## Reporting and Accountability

The Bronze Meeting is accountable to the BrisDoc Business Meeting and escalations to Silver Meeting. The Chair will report to the Business Meeting and Silver Meeting on the activity and outputs of the Bronze Meeting.

## Review

The TOR for the Bronze Meeting will be reviewed annually.

### Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| V1.0 | 20 May 2022 | Nick Harris  (Director of Corporate Services) | Initial TOR |
| V1.1 | 09/04/2025 | JB | RH has reviewed the TOR and is satisfied that they stand as given with Managing Director changed to CEO. Happy to extend review date by a further 3 months to allow the corporate governance review to play out and impact on this TOR can then be considered. |

## Agenda Template

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| --- | --- | --- |
| **Number** | **Item** | **Presenter** |
| 1 | Introductions | Chair |
| 2 | Covid National/Local Guidance updates and other national updates | All as required |
| 3 | Service updates | Practice Managers and Head of IUC |
| 4 | Communications requirements | All as required |
| 5 | Facilities and Resource requirements | Facilities Manager and Head of People |
| 6 | Workforce position | All as required |
| 7 | Service/Business Risks | All as required |
| 8 | Celebrate success/wellbeing | All as required |
| 9 | AOB | All as required |
| 10 | Items to be escalated to Silver | All as required |