

WMQRS BOARD MEETING

Date: 1st July 2014
Time: 1.00pm – 3.00pm
Location: Room 2, Jubilee House, Bloxwich Lane, Walsall, WS2 7JL

AGENDA

1. Apologies for absence
2. Notes of the meeting held on 28th March 2014 Enclosure 1
3. Actions and matters arising from the last meeting Enclosure 2
4. Update on Board Membership
5. Review Programmes: Progress Report Enclosure 3
6. WMQRS Hosting Agreement Enclosure 4
7. WMQRS Issues Enclosure 5
8. WMQRS Principles & Approach Enclosure 6
9. Any other business
10. **Date of next meetings: 24th September 2014, 10am – 12pm**
12th December 2014, 10am – 12pm

ENCLOSURE 1 NOTES OF THE MEETING HELD ON 28TH MARCH 2014

Present: David Orme, Nick Flint, Simon Hairsnape, Salma Ali, Richard Kirby, Rob Courteney-Harris, Ben Parfitt (on behalf of Anna Morton), Jane Eminson

1 Apologies for absence were received from Beryl Nock, Rob Lusuardi, Steve Washbourne, Sue Doheny, Beverly Ingram, Paul Martin, Roger Stedman, Anna Morton

2 Notes of the meeting held on 2nd December were agreed as a correct record.

3 Actions and matters arising from the notes of the last meeting were noted.

4 **Update on Board Membership**

Jane reported that Beverly Ingram had been supported by Directors of Nursing as their representative on the WMQRS Board. Jane Chapman had left Cannock Chase and Stafford and Surrounds CCGs and so could no longer represent Shropshire and Staffordshire CCGs. Rob Lusuardi had replaced Jane Chapman and was interested in joining the WMQRS Board.

5 **Review Programmes: Progress Report**

The Board noted progress with the 2013/14 review programme and agreed that topics could 'count' against the 2013/14 health economy allocation if a) a date for the work had been agreed and b) it would be completed by the end of July 2014.

The Board also noted that the Isle of Man Department of Health had decided not to appeal against the findings of the November 2013 visit report. Additional funding for the haemoglobin disorders programme was noted.

6 **Formative Review Visit Reports**

The Board agreed that its general policy was to publish WMQRS reports on its website. Recognising the different nature of formative review reports, the Board agreed that non-publication was an option if this was requested by both the providers/s and commissioner/s concerned. The board asked that reports of formative reviews should make clear that the report used a framework of questions but not a detailed review against Standards and the findings therefore do not have the same level of rigour and consistency as full peer review visit reports.

7 **WMQRS 2014/15 Work Programme**

The Board discussed proposals received to date for WMQRS work with health economies during 2014/15. The Board agreed to accept the proposed level of funding from NHS Birmingham CrossCity.

Action: Jane to convey Board decision to NHS Birmingham CrossCity

The Board discussed whether WMQRS should be more proactive in suggesting areas which it could be used for, including:

- Sustainable acute pathways – a framework for health economies
- Care of frail older people, including people with dementia, and use of the Better Care Fund
- Links with Area Teams' Urgent Care Improvement Boards

The Board agreed to continue with individual health economy discussions but suggested WMQRS should become more proactive if these are not agreed by June 2014.

The Board supported a review of theatres and anaesthetic services of UCHW.

8 WMQRS Issues

The Board noted the contents of the report, in particular;

- The changed location of the WMQRS office
- The increase of the WMQRS redundancy fund to £252,000 and carry forward of this funding to 2014/15. A decision will be needed on future arrangements early in 2014/15
- Arrangements for recruitment to the post of WMQRS Director
- The carry forward of £90,000 to 2014/15

9 WMQRS Accreditation

The Board noted that approval as an accredited source of information for CQC hospital inspections had not been sought. The Board supported WMQRS in working towards accreditation as an inspection body by the UK Accreditation Service.

The Board was assured that the words 'inspection body' would not be used in any WMQRS communications or they may detract from its supportive and developmental ethos.

10 Demonstrator Site

The Board discussed the proposal for establishing a Demonstrator Site for use of WMQRS products. The Board suggested 'Demonstrator Projects' rather than a single Demonstrator Site as this would provide the potential for projects in acute, community and mental health settings and for commissioning projects. The Board agreed that projects should be expected to show the potential for achieving service improvement through use of WMQRS products. Rob Courteney-Harris also suggested that WMQRS could offer help with 'challenged health economies'.

Actions: WMQRS should invite proposals for demonstrator projects, including offering funding support for these projects

Proposals received should be brought to the next Board meeting for consideration

11 WMQRS Annual Report

The board discussed the draft 2013/14 WMQRS Annual Report and agreed that:

- The sections on 'what went well' and 'what could have gone better' should be of roughly equal size
- A section should be included on 'what has changed'
- A revised Annual Report should be circulated for Board sign off by email

Action: WMQRS to circulate revised Annual Report to the Board for sign off by email

12 Any Other Business

The Board agreed to hold future meetings at the Education Centre, Walsall Hospital and thanked Richard for the Trust's hospitality.

13 The date of the next meeting was agreed as 1st July 2014, 1pm – 3pm.

ENCLOSURE 2**ACTIONS & MATTERS ARISING FROM LAST MEETING**

Min.	Action / Matter Arising	Who	Progress
7	Convey to NHS Birmingham CrossCity that Board has accepted the proposed level of funding the CCG	Jane	Done
10	Invite proposals for demonstrator projects, including offering funding support for these projects	WMQRS	Done but no response
10	Demonstrator project proposals received should be brought to the next Board meeting for consideration	WMQRS	No responses received.
11	Circulate revised Annual Report to the Board for sign off by email	WMQRS	Signed off with minor amendments from Simon Hairsnape and circulated to West Midlands organisations

Purpose of Report:

This report updates the Board on progress with the WMQRS review programmes. Board comments and guidance are invited.

Key Points:**West Midlands Review Programme**

- 1 Table 1 shows the position on the 2013/14 West Midlands review programme, including the extension for peer review visits in April to July 2014 where the date was agreed before March 2014.
- 2 Progress with agreeing the 2014/15 West Midlands Review Programme is shown in Table 2. Four further discussions with health economies will take place before the Board meeting and a verbal update on these will be given. As well as a range of individual topics, three themes are emerging from the discussions to date:
 - a. Twelve health economies are interested in peer review visits using the Quality Standards for 'Transfer from Acute Care and Intermediate Care'
 - b. Nine health economies are interested in peer review visits using the Quality Standards for 'Towards Children and Young People's Emotional Health and Well-Being'
 - c. Ten health economies may be interested in some aspect of the care of frail older people or care of vulnerable adults in acute hospitals.
- 3 No further action has been taken yet on the suggestion made at a previous Board meeting that WMQRS could itself stimulate consideration of areas for consideration. A further report will be brought to the September Board meeting on this.

Commissioned Reviews**4 Isle of Man**

The Isle of Man three year review programme has now been agreed. Two visits have taken place and a third visit is planned for 4th July 2014. The contract with the Isle of Man has not yet been agreed. Isle of Man comments on the draft contract are still with the Sandwell and West Birmingham Hospitals NHS Trust solicitors.

5 Haemoglobin Disorders

The England-wide haemoglobin disorders review programme is on schedule. Letters have been sent to Chief Executives notifying them of the proposed review visits and visits are due to start in September.

- 6 The commissioned review of theatre and anaesthetic services at University Hospitals Coventry and Warwickshire NHS Trust is due to take place on 17th and 18th July 2014.

- 7 WMQRS has been contacted about the possibility of undertaking a review of the Emergency Department at Southend NHS Trust in September. This is achievable within the WMQRS capacity at this time. Although this review will not bring any direct benefit to the West Midlands it will bring income which can be used either to support WMQRS West Midlands work or to reduce West Midlands CCG contributions.

Quality Standards Updating

- 8 Several of the WMQRS Standards are now in need of updating and WMQRS is about to start a programme of reviewing and updating all its Quality Standards.

WMQRS Standards

- 9 Table 3 gives the latest compliance with WMQRS Quality Standards. This shows WMQRS did not fully meet the expected timescales for production of reports for 2013/14 reviews. Delays were mostly only one or two days.

Implications:

Financial, Human Resources and Legal	The proposed Southend would bring additional income to WMQRS.
Equality impact	WMQRS review programmes improve quality of health services and reduce inequalities in access to and quality of care.

Recommendations:

The Board is recommended to note the contents of this report and to support the proposed review of the Emergency Department at Southend NHS Foundation Trust.

Table 1: 2013/14 WMQRS West Midlands Reviews – Position at 25 June 2014

Key:	
X	Review topic suggested by CCG or Trust but not pursued
X	Completed
X	Will be completed by July 2014
*	Have requested review be deferred until 2014/2015

Health Economy	No. topics	Unused topics	Acquired brain injury	CAMHS	Chronic pain	Community Orthopaedics	Community services / hospitals	Critically ill children	Day case theatres	Dementia	Discharge pathway	District nursing	Frail elderly (various aspects), includes pressure ulcers	Long Term Conditions	Maternity (various aspects)	Mental health services	Eye care	Outpatient Procedures	Paediatric LTC	Paediatric Surgery	Primary care	Speech & Language	Trauma	Urgent care
North Staffordshire	6	2		X				X			X		X	X										
South Staffordshire (West)	6	4											X	X										
South East Staffs & Seisdon Peninsula	3	1						N/A					X	X										
East Staffordshire	3	0						X	X													X		
Shropshire and Telford & Wrekin	9	5			X	X	X	**					X	X					X					XX
North Warwickshire	3	1						X					X		X		X							
Coventry and Rugby	6	0		X				X					X	X	X	*	X							
South Warwickshire	3	0						*					X		X		X							
Worcestershire	12	5		X				XX			X								X	XX				
Herefordshire	3	0	X	X	X																			
Dudley	6	2						X					X	X	X									
Wolverhampton	3	1		X				X																
Walsall	3	0						X																XX
Sandwell and West Birmingham	6	3		X			X	XX							X			X						
South and Central Birmingham	3	0						XX												X		X		
North & East Birmingham (CrossCity)	9	6						XX		*	X													
Solihull	3	-1		X				X		*	X					X					X			

Table 2: 2014/15 WMQRS West Midlands Reviews – Position at 25 June 2014

Key:	
X	Review topic suggested but not yet agreed
X	Discussed with WMQRS but awaiting confirmation
	Agreed
*	Possible topics for 2015/16

Health Economy	Meeting done (d) or Planned (p) offered(o)	No Credits	Used Credits	Maternity	CAMHS	Chronic pain	Community Nursing	Critically ill children	Community Mental health	Dementia	Discharge pathway, incl community hospitals	End of Life pathway	Frail elderly	VAAH /safeguarding /nutrition	Mental health - Acute	Outpatient Procedures	Paediatric Palliative Care	Primary care	Alcohol	Eye care	Musculo-skeletal	Children Community Services	Renal
North Staffordshire	o	5.5											?										
South Staffordshire (West)	p	3											?										
S. East Staffs & Seisdon Peninsula	p	2.5					X _{iv}			X			?		X								
East Staffordshire	d	1.5									X		X										
Shropshire and Telford & Wrekin	d	5.5			X		X	X			XX						X						
North Warwickshire	d	7		X	X				X		?		?							X	X	X	
Coventry and Rugby	d			X	X				X		?		?							X	X	X	
South Warwickshire	p	3		?	?			X	?		?		?							?	?	?	
Worcestershire	d	7			X						X	X	X		X								*
Herefordshire	d	2			X						X												
Dudley	p	3.5									X												
Wolverhampton	d	3			X						X			X			X						
Walsall	d	3		X	X	X					X			(X)									
Sandwell and West Birmingham	p	6			X																		
South and Central Birmingham	p	3				X											X		X				
North & East Birmingham (X city)	d	0								?	?												
Solihull	d	2.5									X						X						

Table 3: Compliance with WMQRS Standards

2013/14 Review Visits

Visit	Visit date	IR letter issued within 5 working days	IR response received	IR response received within 5 working days (10 days post-visit)	IR response addresses issue raised	All IR actions completed within 15 working days or less	Draft report to reviewers within 10 working days	Draft report to HE within 20 working days	Report considered by Steering (or QA) Group within 35 working days of receiving HE comments	Final report issued within 85 working days	Notes
The Royal Wolverhampton NHS Trust (CIC) Pilot	11 Jun 13	Y	Y	N	Y	N	Y	Y	Y	Y	IR response from Trust was received 17 days late. IR letter was sent sixteen days late to LAT.
Guernsey (Renal)	23 Aug 13	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	Report was one day late to reviewers
Walsall Healthcare NHS Trust (CIC, UC)	2 Oct 13	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
Heart of England NHS Foundation Trust (CIC)	3-4 Oct 13	N/A	N/A	N/A	N/A	N/A	Y	N	Y	Y	Report was one day late to health economy.
Birmingham Community Healthcare NHS Trust (S<)	8 Oct 13	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
Isle of Man	26 Nov 13	Y	Y	Y	Y	N	Y	Y	Y	Y	
University Hospitals Coventry & Warwickshire NHS Trust (CIC)	4 Dec 13	N/A	N/A	N/A	N/A	N/A	Y	Y	N	N	Report was considered by Steering Group within 36 days – one day late due to timing of Steering Group meeting Final report was issued at 92 days – seven days late.
Herefordshire Health Economy (ABI)	5 Dec 13	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
The Dudley Group NHS Foundation Trust (CIC)	21 Jan 14	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
The Dudley Group NHS Foundation Trust (Maternity)	13 Feb 14	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
Shropshire, Telford & Wrekin (FEP)	5,6 Mar 14	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	

Visit	Visit date	IR letter issued within 5 working days	IR response received	IR response received within 5 working days (10 days post-visit)	IR response addresses issue raised	All IR actions completed within 15 working days or less	Draft report to reviewers within 10 working days	Draft report to HE within 20 working days	Report considered by Steering (or QA) Group within 35 working days of receiving HE comments	Final report issued within 85 working days	Notes
Isle of Man	12 Mar 14	N	Y	Y	Y	Y	Y	N	Y	N/A	Immediate risk letter sent two days late due to work backlog resulting from delayed return from Isle of Man and change in Isle of Man Chief Executive. WMQRS Team lost six days work due to additional days' attendance on the IoM and staff compassionate leave. Draft report was sent two days late to Isle of Man.
Burton (CIC, ED, Theatres)	18 Mar 14	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	N/A	Report was considered by QAG within 36 days – one day late due to timing of QAG meeting.
North Staffs (FEP)	20 Mar 14	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
South Staffs West (FEP)	25 Mar 14	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
Worcs (Paed LTV, PC)	26 Mar 14	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
South Staffs East (& Seisdon FEP)	27 Mar 14	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
	No. Yes	2	3	2	3	1	17	15	16	14	
	No. No	1	0	1	0	2	0	2	1	1	
	Total Yes + No	3	3	3	3	3	17	17	17	15	
	% YES	67	100	67	100	33	94	88	94	93	

2014/15 Review Visits

Visit	Visit date	IR letter issued within 5 working days	IR response received	IR response received within 5 working days (10 days post-visit)	IR response addresses issue raised	All IR actions completed within 15 working days or less	Draft report to reviewers within 10 working days	Draft report to HE within 20 working days	Report considered by Steering (or QA) Group within 35 working days of receiving HE comments	Final report issued within 85 working days	Notes
Dudley FEP	29 Apr 14	N/A	N/A	N/A	N/A	N/A	Y	Y	N/A	N/A	
North Staffs CIC	30 Apr 14	N/A	N/A	N/A	N/A	N/A	Y	Y	N/A	N/A	
Coventry & Rugby FEP	13 May 14	N/A	N/A	N/A	N/A	N/A	Y	Y	N/A	N/A	
Worcestershire CIC	21, 22 May 14	N/A	N/A	N/A	N/A	N/A	Y	Y	N/A	N/A	
George Eliot CIC	5 Jun 14	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	
Birmingham Children's CIC	11, 12 Jun 14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
South Warwickshire FEP	17 Jun 14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
% standards met											
No. Yes		N/A	N/A	N/A	N/A	N/A	5	4	N/A	N/A	
No. No		N/A	N/A	N/A	N/A	N/A	0	0	N/A	N/A	
Total Yes + No		N/A	N/A	N/A	N/A	N/A	5	4	N/A	N/A	
% YES		N/A	N/A	N/A	N/A	N/A	100	100	N/A	N/A	

Purpose of Report:

This report updates the Board on discussions with Sandwell and West Birmingham Hospitals NHS Trust about a hosting agreement.

Key Points:

- 1 WMQRS has been hosted by Sandwell and West Birmingham Hospitals NHS Trust (S&WBH) since 2009. A hosting agreement has been discussed on several occasions but has never been finalised.
- 2 WMQRS representatives met with Tony Waite, S&WBH Trust Director of Finance on 9th April to discuss the hosting agreement. Appendix 1 gives the draft agreement based on this discussion which was sent to Tony Waite on 15th April for his comments. No response has been received to date, despite chasing. WMQRS hopes that a response will be received before the Board meeting or that the Trust representative at the meeting will be able to commit on behalf of the Trust.
- 3 The draft agreement differs from the 'hosting proposal' which previously formed a *de facto* agreement in respect of redundancy costs should WMQRS cease to function. The draft agreement proposes that S&WBH holds a redundancy fund for WMQRS which is reviewed annually and before any new appointments.
- 4 This issue of redundancy costs needs to be clarified before the post of WMQRS Director can be advertised.
- 5 The draft hosting agreement would require some relatively minor changes to the WMQRS Establishment Agreement. These are shown in Appendix 2.

Implications:

Financial, Human Resources and Legal	This reports has financial implications in relation to redundancy costs for WMQRS staff should WMQRS cease to function. Human resources implications are the impact on substantive recruitment to the post of WMQRS Director and, in theory, any other replacement posts. The hosting agreement is not a legally binding agreement.
Equality impact	No significant issues were identified

Recommendations:

- a. **If S&WBH Trust supports the draft hosting agreement:** The Board is recommended to agree the hosting agreement.
- b. **If comments from S&WBH Trust have not been received by the date of the Board meeting:** The Board is recommended to mandate Simon Hairsnape and Richard Kirby to agree the hosting agreement on their behalf.
- c. **Subject to a or b:** The Board is recommended to ask Simon Hairsnape and Richard Kirby to agree the changes to the WMQRS Establishment Agreement on behalf of West Midlands CCGs and Trusts.

APPENDIX 1 DRAFT HOSTING AGREEMENT

1. This agreement confirms the arrangements under which Sandwell and West Birmingham Hospitals NHS Trust ('the Trust') hosts the West Midlands Quality Review Service on behalf of NHS organisations in the West Midlands
2. WMQRS will work within the Trust's Standing Orders, Standing Financial Instructions and corporate policies and procedures at all times.
3. WMQRS staff will be employees of Sandwell and West Birmingham Hospitals NHS Trust under Trust terms and conditions of service.
4. The Trust is responsible for :
 - The collection of WMQRS subscriptions
 - The accounting for income and expenditure
 - Reporting to the WMQRS Board on the in-year budgetary position
 - Human resources support for the WMQRS core team and any seconded staff
 - The corporate governance and risk management of WMQRS
 - Ensuring appropriate accommodation and IT support arrangements for WMQRS
 - Ensuring an appropriate senior Trust representative attends WMQRS Board meetings
 - Providing access to legal advice, as required, in support of WMQRS work
 - PPI insurance relevant to the work of WMQRS
 - Holding the Redundancy Fund for WMQRS staff
5. A management charge covering all relevant costs to the Trust of hosting WMQRS will be defined and agreed at least annually. In 2014/15 the management charge will be £70,400.
6. Human resources support for WMQRS core team and any seconded staff includes ensuring mandatory training is undertaken, providing access to appropriate generic training and development opportunities and providing career advice, support and guidance for WMQRS staff. For example, WMQRS staff regularly visit NHS services and so need to be fully aware of latest guidance on infection control and data security. Secondment arrangements may need to be agreed for seconded clinical support staff.
7. The corporate and risk management responsibilities include ensuring that WMQRS staff are informed and included when relevant, for example, on the Trust risk register. Risks and liabilities will be reviewed annually.
8. The WMQRS accommodation and IT support requirements are listed in Schedule 1. This Schedule will be reviewed annually as part of the review of risks, liabilities and the management charge.
9. A Redundancy Fund to cover severance liabilities for WMQRS staff will be held by the Sandwell and West Birmingham Hospitals NHS Trust. The redundancy liability for WMQRS staff will be assessed annually and at any change of WMQRS staffing. This requirement will not influence the selection process for any WMQRS posts. If an appointment increases the total WMQRS redundancy liability, agreement to fund the shortfall must be reached, ideally before the post is advertised and definitely before an offer of employment is made. If an appointment significantly reduces the total WMQRS redundancy liability, agreement may be reached between the Trust and the WMQRS Board to use the excess for the work of WMQRS or to re-fund participating Clinical Commissioning Groups proportionately to their subscription.
10. This agreement may be terminated if six months' notice of termination is given by either the WMQRS Board or the Trust. Termination arrangements would include:

If WMQRS ceases to exist:

- a. Sandwell and West Birmingham Hospitals NHS Trust and all NHS organisations in the West Midlands will seek to find suitable alternative employment for WMQRS staff.
- b. If suitable alternative employment cannot be found, redundancy costs for WMQRS employees will be paid by Sandwell and West Birmingham Hospitals NHS Trust. If the Redundancy Fund held by the Trust is not required in full, the remaining Fund will be distributed to participating Clinical Commissioning Groups proportionately to their annual subscription.
- c. All WMQRS equipment and furniture will remain the ownership of Sandwell and West Birmingham Hospitals NHS Trust.
- d. Arrangements will be agreed with the Chair of the WMQRS Board in relation to WMQRS IT files, website and intellectual property. These will be seen as 'owned' by the WMQRS Board on behalf of all NHS organisations in the West Midlands. The WMQRS Board and the Trust will work together to ensure optimal use for the benefit of the residents of the West Midlands.

If the hosting arrangement is terminated by either Sandwell and West Birmingham Hospitals NHS Trust or the WMQRS Board and WMQRS transfers to a new host organisation:

- e. WMQRS staff will be offered the option of transfer to the new host organisation under TUPE arrangements. If this offer is declined on the basis that it comprises a significant change to their working conditions, Sandwell and West Birmingham Hospitals NHS Trust and all NHS organisations in the West Midlands will seek to find suitable alternative employment for WMQRS staff. If suitable alternative employment cannot be found, redundancy costs for WMQRS employees will be paid by Sandwell and West Birmingham Hospitals NHS Trust. It is anticipated that the WMQRS Director, Assistant Director and Quality Manager will transfer to a new host organisation so long as the main WMQRS office base is within the West Midlands.
- f. Sandwell and West Birmingham Hospitals NHS Trust will transfer any Redundancy Fund remaining after redundancy liabilities are paid to the new host organisation.
- g. All WMQRS equipment, furniture, IT files and intellectual property will transfer to the ownership of the new host organisation. Sandwell and West Birmingham Hospitals NHS Trust will provide all support necessary for the transfer, especially in relation to IT files.

Signed:

Date:

On behalf of:

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Sandwell and West Birmingham Hospitals NHS Trust

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WMQRS Board

Schedule 1 Accommodation and IT Requirements

2014/15 WMQRS accommodation and IT requirements are:

- Six desk spaces with appropriate storage and flexibility
- Access to the Trust's supplies purchasing system and postal services
- Easy access to a high speed, high volume, multi-functional photocopier
- IT support including for home and remote working
- Timely response to accommodation and other operational problems
- Access to meeting rooms (ideally with car parking)
- Cleaning of offices

APPENDIX 2: ESTABLISHMENT AGREEMENT

Proposed changes are show in blue italics

3.2 The Board has the following membership:

- Two patient members¹
- Four commissioner representatives:
 - Three Clinical Commissioning Group Board (CCG) Members, one from each of the Shropshire and Staffordshire, Arden, Herefordshire and Worcestershire and Birmingham and the Black Country Local Area Team areas.
 - One National Commissioning Board representative with responsibility for commissioning specialised services for the West Midlands
- Four representatives from participating Trust: Chief Executive, Medical Director, Nursing (or other healthcare professional) Director, Head of Governance – from a range of acute and non-acute Trusts
- One Local Area Team (LAT) representative from Shropshire and Staffordshire, Arden, Herefordshire and Worcestershire or Birmingham and the Black Country LAT.
- Representative of the West Midlands Clinical Senate.
- ~~Representative of the Midlands and East Quality Observatory~~
- Representative of the host organisation
- WMQRS Director

4 HOST ORGANISATION

~~4.1 WMQRS will work within the Standing Orders and Standing Financial Instructions of its host organisation. WMQRS staff will be employees of the host organisation under their terms and conditions of service.~~

~~4.2 The host organisation will be responsible for :~~

- ~~The collection of subscriptions~~
- ~~The accounting for income and expenditure~~
- ~~Reporting to the WMQRS Board on the in-year budgetary position (if requested)~~
- ~~Human resources support for the WMQRS core team and any seconded staff~~
- ~~The corporate governance and risk management of WMQRS~~
- ~~Ensuring appropriate accommodation and IT support arrangements for WMQRS.~~

~~4.3 A management charge will be payable to the host organisation for the costs incurred in carrying out these responsibilities.~~

~~4.1 WMQRS will be hosted by a West Midlands NHS organisation. A separate WMQRS Hosting Agreement will cover this arrangement.~~

5 SUBSCRIPTIONS

5.4 In the event of Chief Executives (or Accountable Officers) of participating NHS organisations deciding to cease support for WMQRS, all participating NHS organisations will cooperate in attempting to offer suitable alternative employment to WMQRS staff. ~~If suitable alternative employment cannot be found, redundancy costs will be funded by the host organisation.~~² *If suitable alternative employment cannot be found, redundancy costs will be met from the Redundancy Fund held by the host organisation.*

¹ In order to ensure patient representation at meetings, a pool of up to six patient members will be recruited. This may mean that, on occasion, Board meetings are attended by more than two patient members.

² ~~This arrangement applies to 2013/14. Arrangement for future years will be considered as part of the discussions about the future of WMQRS from 2014/15 onwards.~~

Purpose of Report:

This report updates the Board on issues relating to the WMQRS core team.

Key Points:

- 1 Table 1 gives the 2013/14 WMQRS end of year financial position. Table 2 shows the 2014/15 year to date position. Subject to the Board's decision on the Hosting Agreement, the Board is asked to agree that the first call on the carried forward underspend (after taking account of previous commitments) should be increasing the WMQRS redundancy fund so that recruitment to the post of WMQRS Director can go ahead.
- 2 Partly as a result of the office move to City Hospital, one member of the WMQRS has had to reduce her hours of work. Recruitment of a part-time replacement for these hours is in progress.
- 3 Recruitment of a 0.6 wte Director for WMQRS will go ahead as soon as a hosting agreement with Sandwell and West Birmingham Hospitals NHS Trust has been reached.

Implications:

Financial, Human Resources and Legal	Financial implications: This report includes proposals on the use of the carried forward underspend. Human resources implications: This report impacts on the timescale for recruitment of a substantive WMQRS Director.
Equality impact	No specific implications have been identified.

Recommendations:

The Board is recommended to:

- a. Note the contents of this report
- b. Agree to the use of the carried forward underspend to increase the WMQRS redundancy fund so that recruitment to the post of WMQRS Director can proceed.

Table 1 2013/14 End of Year Position

Income	£
CCGs	381,100
Isle of Man: WMQRS costs	36,499
Isle of Man: Reviewer costs	4,538
Guernsey	2,669
Arden CSU	3,510
Other	812
	429,128
less c/f to 2014/15	43,333
Total	385,795
Spend	£
Pay	305,117
Non pay	93,929
	399,046
less b/f from 2012/13	57,400
	341,646
plus c/f to 2014/15	47,214
Total	388,860
Variance	-3,065
Redundancy fund c/f to 2014/15	252,000

Table 2 WMQRS Financial Position 2014/15

INCOME					
Source		Annual Budget £	Income Year to Date £	Variance Year to Date £	Notes
Carry forward from 2013/14: Redundancy fund	Jan	252,000	252,000	0	
Carry forward from 2013/14	Jan	43,300	43,333	33	
CCGs	Jan	339,800	0	-339,800	Invoices to CCGs raised except for Arden CCGs. - awaiting decision from Arden CSU regarding organisation/s to invoice (Arden CSU or 6 individual CCGs)
Isle of Man	Jan	65,000	0	-65,000	Invoice scheduled for July
Haemoglobin Disorders	Jan	27,160	0	-27,160	Invoice raised
TOTAL		475,260	43,333	-431,927	Redundancy funding excluded from total

EXPENDITURE						
Application		Annual Budget £	Budget Year to Date £	Spend Year to Date £	Variance Year to Date £	Notes
Carry forward from 2013/14	Jan	0	0	-47,214	47,214	
Pay	Jan	342,300	27,942	32,233	-4,291	Overspend due to estimates by finance for Acting Director costs to date
Non-Pay	Jan	105,800	8,300	6,554	1,746	
Total		448,100	36,242	-8,428	44,669	
Haemoglobin Disorders	Jan	27,160	0	0	0	Spend on haemoglobin programme not yet incurred
TOTAL ALLOCATED		475,260	36,242	-8,428	44,669	

Purpose of Report:

This report proposes minor changes to the WMQRS *Principles and Approach* to bring it in line with previous WMQRS Board decisions.

Key Points:

The following changes (in blue italics) to the WMQRS *Principles and Approach* are proposed. These will bring the *Principles and Approach* into line with previous WMQRS Board decisions.

- 27 *(New section): Quality Standards may be reproduced and used freely by NHS and social care organisations in the West Midlands for the purpose of improving health services for residents of the West Midlands and those who use West Midlands' services. No part of the Quality Standards may be reproduced by other organisations or individuals or for other purposes without the permission of the WMQRS. Organisations and individuals wishing to reproduce any part of the Quality Standards must contact WMQRS. WMQRS will give permission for the use of its Quality Standards to organisations from outside the West Midlands with which it is working. WMQRS will give permission to other organisations where the proposed use is in line with the WMQRS aims and will not detract from the integrity and quality of the Standards.*
- 28 *(New section): WMQRS is sometimes approached by national organisations asking if they can adopt WMQRS Quality Standards. The WMQRS approach in these situations is as follows:*
- a. *In principle, WMQRS is happy to work with national organisations to support national adoption of its Quality Standards.*
 - b. *The preferred WMQRS approach is that WMQRS, the relevant Steering Group (or equivalent) and the national organisation work together to agree a version of the Standards which is then published and copyrighted both by WMQRS and by the national organisation.*
 - c. *Updates and revisions to the Standards will ideally be agreed by both the national organisation and WMQRS. WMQRS reserves the right, however, to update and revise its Quality Standards separately.*
- 41 Clinical quality reviews may take several formats, including peer review visits. Peer review visits will usually include a review of written evidence of compliance with the Quality Standards, visiting facilities, meeting service users and carers and staff providing the service, and meeting other related services, managers and commissioners. *Formative review visits usually involve a visiting team meeting some staff and patients for a general discussion about a particular issue, sometimes with the aim of providing material and insights for use in the development of Quality Standards. Formative review visits do not provide robust quality assurance of clinical services.*
- 50 *Reports of formative reviews will be placed on the WMQRS website unless non-publication is requested by both the provider/s and commissioner/s concerned. This is in recognition that formative reviews use a framework of questions but not a detailed review against Standards and the findings therefore do not have the same level of rigour and consistency as full peer review visit reports.*

Implications:**Financial, Human Resources and Legal**

No specific implications were identified.

Equality impact

WMQRS review programmes improve quality of health services and reduce inequalities in access to and quality of care.

Recommendations:

The Board is recommended to approve the changes to the WMQRS *Principles and Approach*.