

WMQRS BOARD MEETING

Date: 8th June 2016
Time: 2pm – 3pm
Location: **Telephone Conference**

AGENDA

1. Apologies for absence
2. Notes of the telephone conference held on 22nd April 2016 Enclosure 1
3. Actions and matters arising from the last meeting Enclosure 2
4. WMQRS Funding for funding 2017/18 and beyond Enclosure 3
5. Policy on use of WMQRS Quality Standards Enclosure 4
6. Any other business
7. **Date of next meeting:**
15th July, 10.00am – 12.00pm Room 2, Jubilee House, Bloxwich Lane, Walsall WS2 7JL

ENCLOSURE 1 NOTES OF THE TELEPHONE CONFERENCE HELD 22ND APRIL 2016

Present: Simon Hairsnape (Chair), Richard Kirby, Simon Collings, Rob Courteney-Harris, Andy Matthews, David Orme, Nick Flint, Andy Butters, Jacqueline Whitaker (on behalf of Roger Stedman), Jane Eminson

In attendance: Sarah Broomhead, Claire Launders

- 1 Apologies for absence were received from Salma Ali, Roger Stedman, Chris Day, Helen Lancaster, Rob Wilson
- 2 Notes of the meeting held on 29th January were agreed as a correct record.
- 3 Actions from the last meeting were noted. All were completed except for monitoring usage of the WMQRS website. Sandwell and West Birmingham Hospitals NHS Trust had now confirmed that the Trust had no concerns regarding the proposed approach to re-procuring the host organisation.

4 **Matters arising**

Although not present, the Board welcomed Helen Lancaster as the new Trust Nurse Director member, replacing Beverly Ingram. The Board representative for Staffordshire and Shropshire CCGs is not yet confirmed.

Action:

- WMQRS to follow up on Board representative for Staffordshire and Shropshire CCGs.

5 **Review Programmes – progress report**

The Board received the progress report on review programmes. The following points were discussed:

- Some health economies have underutilised their 2015/16 credits, however the level of under-utilisation has reduced from that reported to the Board in December. Difficulties in engagement with some providers and CCGs may have implications for the future.
- The sustainability and transformation agenda provides an opportunity to diversify the WMQRS 'offer' to include help with pathways and models of care. The Board agreed that this should be communicated to health economies through the 2016/17 work programme discussions, the WMQRS monthly bulletin and direct with WMQRS CCG lead contacts.
- WMQRS is expanding its 'associates' list to support commissioned reviews and the WMQRS team has a better system in place for capacity planning.
- The Isle of Man may progress with an appeal against the final report of the review of services for Women and Children that took place in October 2015. If the appeal goes ahead, Board members will be needed to form the appeal panel.
- University Hospitals Coventry and Warwickshire NHS Trust has withdrawn its appeal against the final report of the haemoglobin disorders report, having agreed to amendments to the report.
- Achievement of standards: WMQRS has achieved the deadline for the issue of final reports for West Midlands reviews but not Haemoglobin Disorders reviews. The haemoglobin review programme model of four clinical leads has caused difficulties with the quality and timely completion of reports.

Action

- WMQRS to include help with sustainability and transformation plans in the WMQRS offer and communicate this via 2016/17 work programme discussions, WMQRS monthly bulletin and direct with WMQRS CCG lead contacts.

6 **WMQRS Host Organisation**

The Board noted the report on the findings of the tender and evaluation process for the re-procurement of the WMQRS host organisation and agreed that, subject to satisfactory completion of a two-way 'due diligence' processes by 30th April 2016:

- The Chair of the Board should give notice to Sandwell and West Birmingham Hospitals NHS Trust that it wishes to cease the WMQRS hosting arrangement on 31st October 2016.
- WMQRS should enter into a 'heads of agreement' with Midlands and Lancashire CSU for the hosting of WMQRS from 1st November 2016.
- Processes for the transfer of WMQRS staff and assets, including intellectual property and redundancy funding, to the Midlands and Lancashire CSU should be started with the aim of transfer by 1st November 2016 at the latest.
- Payment of pro rata hosting costs should be paid to Sandwell and West Birmingham Hospitals NHS Trust and to the Midlands and Lancashire CSU (based on the CSU hosting proposal) for 2016/17.
- Revised proposals for the 2017/18 and beyond cost of hosting by, or partnership with, Midlands and Lancashire CSU should be brought to the next meeting of the WMQRS Board.

The Board thanked Sandwell and West Birmingham Hospitals NHS Trust for hosting WMQRS since 2009.

Action

- WMQRS to undertake actions detailed above.

7 WMQRS Annual Review 2015/16 and Plan 2016/17

A progress report on the WMQRS Annual Review 2015/16 and Plan 2016/17 was scheduled to be brought to the April meeting of the Board but due to capacity issue, had not yet been completed. The Board agreed that the progress report should be brought to the July Board meeting.

Action

- WMQRS to bring progress report on the WMQRS Annual Review 2015/16 and Plan 2016/17 to the July Board meeting.

8 WMQRS Principles and Approach

The WMQRS Principles and Approach was due for renewal in March 2016. Due to capacity issues the document had not yet been reviewed. The Board agreed to extend the review date to the end of July 2016 and to consider the revised document at the July Board meeting.

Action

- WMQRS to extend the Principles and Approach document review date to July 2016.
- WMQRS to bring the revised WMQRS Principles and Approach document to the July Board meeting for approval.

9 WMQRS Issues and Finance Report

The Board noted the contents of the WMQRS Issues and Finance report.

The Board discussed the difficulties in recruiting to the Band 8a Quality Manager post. The post requires a skill set which is not common. Two suggestions put forward by the Board were a) to consider advertising the vacancy as a development opportunity and b) to consider 'at risk' staff from the Sandwell and West Birmingham Hospitals NHS Trust workforce review.

The Board noted the risk arising from the partial Isle of Man income for 2016/17 if WMQRS is unsuccessful in submitting a successful bid for the remainder of the Isle of Man review programme, but noted that the loss could, if necessary, be offset by the forecast underspend in 2016/17.

Due to the significance of negotiations for funding from CCGs for 2017/18 and beyond, it was agreed that proposals for 2017/18 CCG funding, and hosting cost/partnership approach based on any potential new business model, should be brought to an extraordinary telephone conference ideally in the first week of June.

Action:

- WMQRS to advertise development opportunities within the WMQRS team.
- Jacqueline Whitaker to talk to Sandwell and West Birmingham Hospitals NHS Trust human resources department about 'at risk' staff and liaise with WMQRS.
- WMQRS to arrange a telephone conference, ideally in the first week of June, to discuss proposals for funding from CCGs for 2017/18 and beyond, and hosting cost/partnership approach.

10 Any other business

The Board thanked Nick Flint and Andy Butters for their participation in the host organisation re-procurement evaluation panel meeting.

11 Date of next meetings

- Early June (date to be confirmed) – telephone conference
- 15th July, 10am – 12pm, Room 2, Jubilee House, Bloxwich Lane, Walsall WS2 7JL

ENCLOSURE 2 ACTIONS & MATTERS ARISING FROM LAST MEETING

Note	Action / Matter Arising	Who	Progress
Actions from 10th July meeting:			
5	Monitor use of the WMQRS website and access to WMQRS standards and report to the next Board meeting.	WMQRS	To bring to 15 July Board meeting
Actions from 22nd April meeting:			
4	Follow up on Board representative for Staffordshire and Shropshire CCGs	WMQRS	In progress. Possible nomination of Jayne Downey, Director of Nursing & Quality, North Staffordshire CCG.
5	Include help with sustainability and transformation plans in the WMQRS offer and communicate this via 2016/17 work programme discussions, WMQRS monthly bulletin and direct with WMQRS CCG lead contacts	WMQRS	Included in May WMQRS Bulletin and in health economy 2016/17 discussions
6	Undertake actions regarding Host Organisation as detailed in notes	WMQRS	Notice given to Sandwell & West Birmingham Hospitals NHS Trust on 29 th April 2016
7	Bring progress report on the WMQRS Annual Review 2015/16 and Plan 2016/17 to the July Board meeting	WMQRS	To bring to 15 July Board meeting
8	Extend the Principles and Approach document review date to July 2016	WMQRS	Done
8	Bring the revised WMQRS Principles and Approach document to the July Board meeting for approval	WMQRS	To bring to 15 July Board meeting
9	Advertise development opportunities within the WMQRS team	WMQRS	Included in May WMQRS Bulletin
9	Talk to Sandwell and West Birmingham Hospitals NHS Trust human resources department about 'at risk' staff and liaise with WMQRS	Jacqueline Whitaker	Update to be given at meeting
9	Arrange a telephone conference, ideally in the first week of June, to discuss proposals for funding from CCGs for 2017/18 and beyond, and hosting cost/partnership approach	WMQRS	Done

ENCLOSURE 3 WMQRS FUNDING FOR 2017/18 AND BEYOND

Purpose of Report:

This report presents proposals for funding of WMQRS core costs for 2017/18 and beyond.

Key Points:

The attached flier outlines proposals for funding of WMQRS core costs for 2017/18 and beyond. In line with previous policy, these proposals do not fully fund WMQRS staffing. A shortfall of £51,000 will need to be funded from commissioned reviews for staffing to be maintained. The flier has two options for response and a Board view on these is requested.

It is proposed that the flier is sent to CCG Accountable Officers and WMQRS Leads. Board advice is sought on whether the proposal should be circulated to Trusts for information.

Financial, Human Resources and Legal Implications:	This report includes financial implication for WMQRS budgets in 2017/18 and beyond. There are also human resource implication in relation to the WMQRS team.
Equality impact:	WMQRS review programme improve quality of health services and reduce inequalities in access to and quality of care.
Recommendations:	
The Board is recommended to consider and agree the proposals for WMQRS funding for 2017/18 and beyond.	

ENCLOSURE 4 POLICY ON USE OF WMQRS QUALITY STANDARDS

Purpose of Report:

This report requests the Board's view on charging for use of WMQRS Quality Standards

Key Points:

1. All WMQRS Quality Standards are copyright for use by NHS organisations in the West Midlands. Others wanting to use the Standards are asked to contact WMQRS for permission. Historically, WMQRS has given permission without any charge.
2. WMQRS has recently been contacted by the Quality Surveillance Team which undertakes peer review of specialised services for permission to use WMQRS Standards for seven reviews of renal services in Yorkshire. WMQRS suggested that a contribution of £1000 for use of the Standards would be appropriate. Following further discussion, it was agreed no charge would be made but the WMQRS Director would meet with the Head of the Quality Surveillance Team to discuss the arrangements, including funding, for use of WMQRS Quality Standards in general.
3. Representatives from the East Midlands and East of England attended the recent workshop at which the revised Urgent and Emergency Care Quality Standards were discussed. Some of these representatives were interested in using the Standards.
4. Where national organisations have adopted WMQRS Quality Standards, for example, the Paediatric Intensive Care Society or Society for Acute Medicine, WMQRS has done the work and no charge has been made.
5. This issue is closely linked with the question of restricting access to WMQRS Quality Standards. WMQRS has always been reluctant to do this because of the potential to limit the use which is made of them within the West Midlands

Financial, Human Resources and Legal Implications:	This has financial implications for the WMQRS budget and also legal implications in terms of the copyright of our products
Equality impact:	WMQRS review programme improve quality of health services and reduce inequalities in access to and quality of care.
Recommendations:	
The Board is asked to consider what approach should be taken to requests from organisations outside the West Midlands wishing to use the WMQRS Quality Standards.	