

## WMQRS BOARD MEETING

Date: 15<sup>th</sup> December 2016

Time: 10.00am – 12.00pm

Location: **CHANGED TO TELEPHONE CONFERENCE**

To join the call please:

- Dial **0800 917 1950**
- Then enter the participant code: **83298861 then #**

### AGENDA

1. Apologies for absence
2. Notes of the telephone conference held on 31<sup>st</sup> October 2016 Enclosure 1
3. Actions and matters arising from the last meeting Enclosure 2
4. Review Programmes – Progress Report Enclosure 3
5. Update on 2017/18 WMQRS Funding Enclosure 4
6. WMQRS Issues and Finance report Enclosure 5
7. Any other business
8. **Dates of next meetings:**  
**March/April – to be confirmed**  
**Tuesday 27th June, 10.30 – 12.30**  
**Wednesday 27th September, 10.30 – 12.30**  
**Tuesday 12th December, 10.30 – 12.30**

## ENCLOSURE 1 NOTES OF THE TELEPHONE CONFERENCE HELD 31<sup>ST</sup> OCTOBER 2016

**Present:** Simon Hairsnape (chair), Chris Day, Linda Izquierdo, Helen Lancaster, Richard Kirby, David Orme, Jane Eminson.

In attendance: Neil Ashman (part), Jo Howard (part)

1. Apologies for absence were received from Andy Matthews, Rob Courteney-Harris, Simon Collins, Andy Butters, Peter Spilsbury, Rob Wilson, Nick Flint.
2. Notes of the meeting held on 28<sup>th</sup> September 2016 were agreed as a correct record.

**Action: Progress with actions and matters arising from the last meeting were noted. Actions not yet completed will be progressed. Any changes to the Establishment Agreement will be dependent on STP nominations received.**

### 3. **Update on 2017/18 WMQRS Funding**

The Board discussed the latest position on WMQRS funding for 2017/18. Linda reported that Shropshire CCG now had a new Accountable Officer and their position may change. Simon reported that he had had discussions with a number of CCGs who had said that they would get back to him. David commented on his involvement with work in Shropshire, Telford and Wrekin and that he had asked the review panel to look at how they will quality assure implementation of the models of care proposed.

The Board agreed the following approach:

- a. Simon to continue with discussions with CCGs who have not committed to 2017/18 funding
- b. If unsuccessful in securing a subscription, CCGs should be offered the retainer option (similar to Birmingham CrossCity CCG) in order to secure maintenance of the Quality Standards
- c. Simon and Jane to meet Peter Spilsbury in November if sufficient funding not secured
- d. 2017/18 Funding to be included on agenda for next (and subsequent) Board meetings

**Actions: As detailed in a) to d) above**

### 4. **Overview Reports**

#### a. **Care of Critically Ill and Critically Injured Children:**

Helen commented that this was a useful report and it was helpful to see the trend information. Chris also commented on the usefulness of identifying the good practice. Richard asked about whether the report had been shared with Trusts. The Board agreed that the report should be circulated to Trust CEOs for their information prior to publication. The Board approved the report.

**Action: WMQRS to circulate report to Trust CEOs and then circulate and publish the report at the end of November.**

#### b. **London Renal Services**

The Board welcomed Dr Neil Ashman, Chair of the London Renal Standards and Peer Review Steering Group, to the meeting. Neil commented on the usefulness of the peer review programme and how helpful it had been in getting renal services to work together. He commented particularly on the developmental approach and how this had been appreciated. Neil also reported that commissioners were using the outputs to drive action plans. The Board approved the report.

**Action: WMQRS to finalise, circulate and publish the report.**

#### c. **Services for People with Haemoglobin Disorders**

The Board welcomed Dr Jo Howard, one of the Clinical Leads of the Haemoglobin Disorders Peer Review Programme, to the meeting. Jo commented that the peer review programme had led to significant improvements in patient care and had been an incredibly useful process. She also praised the work of WMQRS in supporting the programme. The Board noted that some minor amendments would be made to the report as a result of Steering Group comments received. The Board also noted that all references to Appendix 6 would be taken out of the document. The Board approved the report subject to minor amendments being made.

**Action: WMQRS to incorporate minor comments, finalise, circulate and publish the report.**

5. The Board asked that their thanks be conveyed to the Steering Group chairs and Clinical Leads for the three programmes for the time and effort they had put into the programmes.
6. **Any Other Business**  
There were no other items of business.
7. **Date of next meeting:** 15<sup>th</sup> December, 10am – 12pm, **Jubilee House, Walsall**

## ENCLOSURE 2 ACTIONS & MATTERS ARISING FROM LAST MEETING

Note	Action / Matter Arising	Who	Progress
<b>15<sup>th</sup> July 2016</b>			
8	Arrange for Simon and Jane to meet CCGs who had not agreed funding in September.	WMQRS	Discussions in progress
9	Include 'Revision of Establishment Agreement: Board Membership and Quoracy' on next Board agenda	WMQRS	Not included on Sept 2016 agenda as funding for 2017/18 will impact on governance model. To be discussed when funding clearer.
<b>28<sup>th</sup> September 2016</b>			
6	Contact Andy Hardy about Coventry and Warwickshire STP plans for using WMQRS	WMQRS	Phone call with Janet White, Programme Director, Strategy took place on 30.11.2016.
8	Contact Julie Grant, Geoff Worrall or Mark Radford about offering support to Trusts through NHS Improvement	WMQRS	Telephone call with Julie Grant took place 24 <sup>th</sup> November.
10	Contact CCG Accountable Officers where the CCG had not responded or had withdrawn support for WMQRS	Simon	Discussions in progress
10	Contact a wide range of stakeholders about potential future work with WMQRS	WMQRS	In progress
12	Write to STP leads to invite a nomination for the WMQRS Board	WMQRS	Done with the exception of Birmingham and Solihull STP – awaiting contact email address
12	If required, Simon Hairsnape & Richard Kirby to agree change to Establishment Agreement on behalf of Trusts and CCGs	Simon & Richard	Not yet applicable (follows action 12)
<b>31st October 2013</b>			
3	Continue discussions with CCGs who have not committed to 2017/18 funding	Simon	In progress
3	If unsuccessful in securing a subscription, offer CCGs the retainer option in order to secure maintenance of the Quality Standards	Simon / Jane	In progress
3	Meet Peter Spilsbury in November if sufficient funding not secured	Simon and Jane	Done
3	2017/18 funding to be included on agenda for next (and subsequent) Board meetings	WMQRS	Agenda item 8
4	Care of Critically Ill and Critically Injured Children Overview Report: Circulate to Trust CEOs and then circulate and publish the report at the end of November	WMQRS	Done
4	London Renal Services Overview Report: Finalise, circulate and publish	WMQRS	Done
4	Haemoglobin Disorders Overview Report: Incorporate minor comments, finalise, circulate and publish	WMQRS	Done

## ENCLOSURE 3 REVIEW PROGRAMMES – PROGRESS REPORT

### Purpose of Report:

This report updates the Board on progress with the WMQRS review programmes. A range of issues around priorities and workload are identified. Board comments and guidance are invited.

### Key Points:

- 1 Table 1 shows the position on the 2016/17 West Midlands work programme as at 9<sup>th</sup> December 2016 with further detail in Appendix 1. Out of the fifteen health economies (excluding Birmingham CrossCity):
  - a. Ten health economies have agreed their work programme in full. Of these, two health economies, North Warwickshire and Coventy and Rugby asked for WMQRS support with the implementation of their 'Sustainability and Transformation Plans' (STP) but have not yet been able to either define the exact nature of the work required or the relevant leads to work with WMQRS to scope and plan the work.
  - b. Four of the 15 health economies have not yet confirmed agreement to all the topic areas that they have proposed. [South & Central Birmingham, South Warwickshire, South Staffordshire, North Staffordshire]
  - c. One health economy, Sandwell and West Birmingham has not yet identified any topics for inclusion in this year's programme.

The position on agreement of work programmes is largely unchanged from September 2016 as WMQRS has not been pursuing work programme agreement for areas which have not agreed to fund WMQRS next year.

Work programme items	Credit	'Pay as you go'
Completed	5	
Agreed	37	
Discussed but awaiting confirmation by health economy	5	
Credits committed total (including 'pay as you go')	<b>47</b>	
Deferred or Cancelled by health economy	1.75	1
Credits not yet committed	9.25	
Total Available Credits (including 'pay as you go')	<b>59</b>	

### 2 Overview Reports

The three Overview Reports agreed at the last Board meeting have been finalised and published. Work as started on the summaries of findings for:

- a. Transfer from acute hospital care and intermediate care
- b. Towards emotional health and well-being for children and young people (CAMHS)
- c. Theatres and anaesthetics

A presentation of the 'Towards emotional health and well-being for children and young people' findings was made at a regional conference on 14<sup>th</sup> November.

### 3 Isle of Man

WMQRS has been successful in its tender for the final year of the Isle of Man review programme, subject to a 10 day 'standstill' period which expires on 9<sup>th</sup> December 2016. Work on planning the two remaining visits will start in December / January. Due to the delay in awarding the tender and the 10 day 'stand off' period we are unable to start the programme before Christmas originally submitted will need some adjusting.

### 4 Haemoglobin Disorders

A Good Practice Sharing Event was organised by the UK Forum on Haemoglobin Disorders in Leeds on 16<sup>th</sup>

November at which the Overview Report was presented and good practice identified during the review visits was shared. The Clinical Leads for this review programme also made a presentation to the American Society for Hematology Annual Meeting in early December.

Discussions are continuing about WMQRS support to the design of a programme of peer review visits to Canada's services for people with haemoglobin disorders.

#### 5 London renal services

A Good Practice Sharing Event took place on 21<sup>st</sup> October 2016 and participants commented very positively on the value of the programme.

#### 6 Walsall Healthcare NHS Trust

Commissioned work for Walsall Healthcare NHS Trust is nearing completion. Three days of visits have taken place and a fourth is planned for 15<sup>th</sup> December. A range of review methodologies have been used and reports are being produced and finalised.

#### 7 Standards Development

Gynaecology, musculo-skeletal patient and updated urgent care pathway Quality Standards have been published since September. Eye care and falls and fragility fractures pathway Standards will be published in December. Updated stroke pathway Standards have been published for regional consultation. Updated chronic kidney disease and theatre Quality Standards will be circulated for regional consultation in December / January. Work continues on reviewing the Quality Standards for the care of people with dementia. Work on updating other WMQRS Quality Standards is currently behind schedule (see Agenda Item 6)

#### 8 WMQRS Standards

Table 3 gives the current position on achievement of WMQRS standards. This shows a reduction in achievement of Standards. The reduction in the timescale for reports going to reviewers has been due to limited WMQRS capacity. The delays in issuing final reports are largely due to the London renal reports all going to one meeting for sign-off. Additional detail is available in Appendix 2.

**Table 3 Achievement of WMQRS Standards**

Standard (IR= Immediate Risk)	% Met		
	2014/15 At Dec 14	2015/16 At Dec 15	2016/17 At Dec 16
IR letter issued within 5 working days	80	71	100
IR response received	100	100	100
IR response received within 10 working days	60	71	86
IR response addresses issue/s raised	40	57	71
All IR actions completed within 15 working days or less	40	71	57
Draft report to reviewers within 10 working days	88	72	57
Draft report to health economy within 20 working days	88	68	90
Report considered by Steering Group (or QAG) within 35 days of receiving HE comments	100	91	64
Final report issued within 85 working days	100	85	64

<b>Financial, Human Resources &amp; Legal Implications:</b>	This report has financial implications for WMQRS budgets in 2017/18.
<b>Equality impact:</b>	WMQRS review programmes improve quality of health services and reduce inequalities in access to and quality of care.
<b>Recommendations:</b> The Board is recommended to note the contents of this report.	

Appendix 1: 2016/17 WMQRS West Midlands Reviews – Position at 9<sup>th</sup> December 2016

Key:	x	Topic considered but not pursued		Discussed but awaiting confirmation		Agreed		Completed		Deferred by health economy		Cancelled by health economy							
Health Economy	Credits committed to date	Available Credits	Problem Alcohol Use	Care Homes	[Children & Young People] Critically Ill children	[Children & Young People] Emotional well-being	End of Life pathway	Enhanced Community Offers	Frail elderly incl safeguard/falls	Imaging	Learning Disabilities [Mental Health] other	Obesity	Personal Health Budgets/ Tech Enabled Care	Quality & Safety	Support for STP	Stroke	Theatres	User involvement	Urgent Care
North Staffordshire	5	5.5				1.5	1	x	1		x		1.5						
South Staffordshire	3.5	5.5				2	x	1		0.5	x								
East Staffordshire	2	1.5					x		2		x								
Shropshire, Telford & Wrekin	6	5.5									1.5					1.5	2	1	
North Warwickshire	2	2													2				x
Coventry and Rugby	5	5													5				
South Warwickshire	3	3													3				
Worcestershire	7	7													5		2		
Herefordshire	2.25	2			1				1										0.25
Dudley	3.25	3.5	2									x							1.25
Wolverhampton	2.75	3								1							1	0.5	0.25
Walsall	3	3						2	x				1						
Sandwell & W. Birmingham	0	6																	
South & Central Birmingham	1	3															1		
Birmingham CrossCity	1	0			1														
Solihull	3	2.5		2							1								
<b>Total</b>	49.75	58.00																	

## Appendix 2: 2016/17 Compliance with WMQRS Standards

Visit Key: CIC: Critically Ill Children COPLwF: Care of Older People Living with Frailty ED: Emergency Department IP: Inpatient LD: Learning Disabilities FNOF: Fractured Neck of Femur	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
Chronic Pain strategic Review	14,15 Apr 16	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N	Final report issued thirteen days late.
Walsall - COPLwF	19-Apr-16	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
Isle of Man	26,27, 28 Apr 16	Y	Y	Y	N	N	N	Y	Y	Y	Draft report sent to reviewers five days late. Completion of Immediate risk actions delayed due to the need for further discussion with reviewers. Initial response addresses all risks apart from for the second young person being cared for on the adult older people ward.
Barts - Renal	11,12 May 16	Y	Y	Y	Y	Y	Y	Y	N	N	Late consideration by Steering Group due to agreement to consider all reports together. This delayed issue of final report by 24 days.
Royal Free - Renal	19,20 May 16	N/A	N/A	N/A	N/A	N/A	Y	Y	N	N	Late consideration by Steering Group due to agreement to consider all reports together. This delayed issue of final report by 18 days.
MidlandEye - Governance	17-May-16	N/A	N/A	N/A	N/A	N/A	N	Y	Y	Y	Draft report sent two days late to provider .
Kings - Renal	24,25 May 16	Y	Y	Y	Y	Y	Y	Y	N	N	Late consideration by Steering Group due to agreement to consider all reports together. This delayed issue of final report by 15 days.
GSTT - Renal	14,15 Jun 16	N/A	N/A	N/A	N/A	N/A	Y	N	N	N	Draft report sent one day late to Trust. Late consideration by Steering Group due to agreement to consider all reports together. This delayed issue of final report by one day.
Imperial - Renal	21,22 Jun 16	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
Hereford - CIC	28-Jun-16	Y	Y	N	Y	N	Y	Y	N	Y	Completion of immediate risk actions delayed due to awaiting further details from Trust. Late consideration by Steering Group due to difficulties arranging a meeting date.
Epsom & St Helier - Renal	29,30 Jun 16	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
Stafford CIC	06-Jul-16	Y	Y	Y	N	N	Y	Y	Y	Y	Immediate risk actions completed two days late due to complexity of Trust response. No comments received from Trust.
St Georges - Renal	6,7 July 16	N/A	N/A	N/A	N/A	N/A	N	Y	Y	Y	Draft report sent one day late to reviewers.
Walsall - Sepsis	12-Jul-16	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	
Dudley - Urgent Care	16-Sep-16	N/A	N/A	N/A	N/A	N/A	N	Y	[Y]	N/A	Draft report sent two days late to reviewers.



Visit Key: CIC: Critically Ill Children COPLwF: Care of Older People Living with Frailty ED: Emergency Department IP: Inpatient LD: Learning Disabilities FNOF: Fractured Neck of Femur	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 Q/A) Group within 35 working days of receiving HE comments	Final report issued within 85 working days	Notes
Birmingham Women's - Theatres	20-Sep-16	Y	Y	Y	Y	Y	N	Y	[Y]	N/A	Draft report sent two days late to reviewers.
Wolverhampton - Imaging	21-Sep-16	Y	Y	Y	Y	Y	N	Y	[Y]	N/A	Draft report sent one day late to reviewers .
Walsall - ED, Maternity & Paediatrics	13-Oct-16	N/A	N/A	N/A	N/A	N/A	N	N	Y	N/A	Draft report sent six days late to reviewers and one day late to Trust.
Walsall - IP Care & Medicines Management	18-Oct-16	N/A	N/A	N/A	N/A	N/A	N	Y	N/A	N/A	Team leave
Burton CoPLwF	31 Nov, 1 Dec 16	N/A	N/A	N/A	N/A	N/A	N	Y	N/A	N/A	Draft report sent one day late to Trust due to WMQRS capacity.
Shropshire LD	09-Nov-16	N/A	N/A	N/A	N/A	N/A	Y	Y	N/A	N/A	
Solihull Suicide	22-Nov-16	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	
Walsall FNOF & Urology	01-Dec-16	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<b>% standards met</b>											
Yes	7	7	6	5	4	12	19	9	9		
No	0	0	1	2	3	9	2	5	5		
Total Yes + No	7	7	7	7	7	21	21	14	14		
<b>% Yes</b>	<b>100</b>	<b>100</b>	<b>86</b>	<b>71</b>	<b>57</b>	<b>57</b>	<b>90</b>	<b>64</b>	<b>64</b>		

## ENCLOSURE 4 UPDATE ON 2017/18 WMQRS FUNDING

### Purpose of Report:

This paper updates the Board on the responses to the request to CCGs for confirmation of WMQRS funding for 2017/18 and beyond.

### Key Points:

- Responses from CCGs received to date are detailed in the table below. Since the last Board meeting in October a response has been received from South Worcestershire CCG confirming agreement. An updated position on potential income and expenditure for 2017/18 is being prepared and will be emailed out before the Board meeting.

	2017/18 Funding £	2017/18 Funding agreed £
<b>Agreed</b>		
NHS Wolverhampton CCG	14,388	14,388
NHS Herefordshire CCG	10,131	10,131
<b>Baseline and 'pay as you go approach</b>		
NHS Birmingham CrossCity CCG	40,861	6,000 <sup>1</sup>
<b>Agreed for 17/18 only</b>		
NHS Solihull CCG	13,212	13,212
NHS South Worcestershire CCG	16,272	16,272
NHS Redditch and Bromsgrove CCG	9,502	9,502
NHS Wyre Forest CCG	6,188	6,188
<b>Total agreed</b>		<b>75,693</b>
<b>Withdrawn</b>		
NHS South Warwickshire CCG	15,252	0
NHS Dudley CCG	17,200	0
NHS Shropshire CCG	16,518	0
NHS Telford and Wrekin CCG	9,643	0
NHS Cannock Chase CCG	7,304	0
NHS East Staffordshire CCG	7,549	0
NHS North Staffordshire CCG	11,746	0
NHS South East Staffs and Seisdon Peninsular CCG	11,736	0
NHS Stafford and Surrounds CCG	8,025	0
<b>Considering withdrawal</b>		
NHS Sandwell and West Birmingham CCG	30,106	0
<b>No response</b>		
NHS Coventry and Rugby CCG	26,615	26,615
NHS Warwickshire North CCG	10,186	10,186
NHS Birmingham South and Central CCG	13,705	13,705
NHS Walsall CCG	15,144	15,144
NHS Stoke-on-Trent CCG	15,507	15,507
<b>Total no response</b>	<b>326,790</b>	<b>81,157</b>

<sup>1</sup> To be agreed: assumption based on 16/17 baseline

<b>Financial, Human Resources and Legal Implications:</b>	This report has significant implications for the future of WMQRS.
<b>Equality impact:</b>	WMQRS review programmes improve quality of health services and reduce inequalities in access to and quality of care.
<b>Recommendations:</b> The Board is recommended to note the updated position on WMQRS funding for 2017/18.	

## ENCLOSURE 6 WMQRS ISSUES AND FINANCE REPORT

### Purpose of Report:

The purpose of this report is to update the Board on issues relating to the WMQRS team.

### Key Points:

- 1 WMQRS transferred to the Midlands and Lancashire CSU on 1<sup>st</sup> October and is now based at Kingston House, Sandwell. The transfer went reasonably satisfactorily, the office accommodation is better and more convenient than at City Hospital and sitting alongside the Strategy Unit has definite potential for future collaborative work with one collaborative proposal submitted already (specialised services evidence reviews) . The following areas are not yet resolved:
  - a. Payment of user and carer reviewer expenses is also cumbersome and some payments have been delayed while the appropriate systems have been identified.
  - b. Easy access to a multi-functional printer is not yet in place
  - c. IT access when not connected to the internet is very cumbersome. A further meeting is planned to address this issue. This particularly affects the ability of WMQRS staff to work when out on review visits or when travelling.
- 2 WMQRS received the UKAS Accreditation Certificate in the House of Lords on 19<sup>th</sup> October.
- 3 The Board requested a report on implementation of the charging structure for Quality Standards and self-assessment as agreed at the July Board meeting. WMQRS has made some progress with identifying who is downloading Standards and self-assessments but has not yet implemented charging. Organisation details and email addresses for all downloads are recorded and daily reports are available. It is not yet possible for WMQRS to extract and therefore analyse this information. Downloads since September from outside the West Midlands show considerable interest in the Quality Standards for Long-Term Ventilation of Children.
- 4 Table 1 summarises the WMQRS 2016/17 spend to date and the forecast end of year position.
- 5 Table 2 shows progress with the WMQRS Annual Review and Plan 2016/17 actions. This shows that WMQRS is not yet achieving the expected developments in several areas. In future years the Annual Review and Plan needs to link more closely to the capacity management system so that plans are more closely aligned to the predicted workload.

<b>Financial, Human Resources and Legal Implications:</b>	This report includes financial and human resources implications for the WMQRS team.
<b>Equality impact</b>	No equality implications have been identified.
<b>Recommendation:</b>	
The Board is recommended to note the contents of this report.	

**Table 1: 2016/17 Financial position**

<b>INCOME</b>					
<b>Source</b>	<b>Annual Budget £</b>	<b>Income Year to Date<sup>1</sup> £</b>	<b>Variance Year to Date £</b>	<b>Estimated end year position</b>	<b>Notes</b>
Carry forward from 2014/15	57,091	57,091	0	57,091	
<b>CCGs</b>	305,967	291,617	-14,350	305,967	SWB invoiced SWB CCG for six months of incorrect total amount. CSU to invoice CCG for £14,350 (balance of correct total amount)
<b>Commissioned reviews:</b>					
Isle of Man	31,733	31,733	0	31,733	
Haemoglobin Disorders	4,438	4,438	0	4,438	
Renal	22,750	22,750	0	22,750	
Walsall Urology	2,000	0	-2,000	2,000	Invoice not due to be raised until Spring 2017
Walsall	20,500	0	-20,500	20,500	Invoice not due to be raised until Winter 2016
<b>Commissioned review subtotal</b>	<b>81,421</b>	<b>58,921</b>	<b>-22,500</b>	<b>81,421</b>	
<b>SUBTOTAL</b>	<b>444,479</b>	<b>407,629</b>	<b>-36,850</b>	<b>444,479</b>	Redundancy fund excluded from total
Income from reclaimed reviewer costs incurred 15/16	2,700	2,700	0	2,700	For costs incurred in 15/16 which could not be reclaimed until 16/17
<b>TOTAL</b>	<b>447,179</b>	<b>410,329</b>	<b>-36,850</b>	<b>447,179</b>	

<sup>1</sup>Total value of carry forward and invoices paid

<b>EXPENDITURE</b>						
<b>Allocated funds</b>	<b>Annual Budget £</b>	<b>Budget Year to Date £</b>	<b>Spend Year to Date £<sup>2</sup></b>	<b>Variance Year to Date £</b>	<b>Estimated end year position</b>	<b>Notes</b>
Pay	298,867	177,892	140,260	37,632	242,722	Underspend due to Band 8a vacancy and Band 4 maternity leave
Hosting costs	74,170	43,639	43,639	0	71,794	
Non-Pay	74,151	53,338	51,100	2,239	72,389	
<b>SUBTOTAL</b>	<b>447,188</b>	<b>274,870</b>	<b>234,999</b>	<b>39,871</b>	<b>386,905</b>	
					<b>60,274</b>	£35,230 non-pay, £37,159 non-recurring

<sup>2</sup>Spend at month 7

<b>Commissioned reviews: income &amp; expenditure on reviewers<sup>3</sup></b>	<b>Annual Budget £</b>	<b>Budget Year to Date £</b>	<b>Income Year to Date<sup>1</sup> £</b>	<b>Notes</b>
Income	0	0	6394	
Expenditure	0	0	6394	

<sup>3</sup>Expenditure incurred on reviewer costs relating to commissioned reviews is recovered

**Table 2 WMQRS Annual Review and Plan 2016/17 Actions – Progress Report**

ACTION	PROGRESS
<b>General and WMQRS Board</b>	
<p>1 Pursue discussions with CCGs about WMQRS funding for 2017/18 and beyond.</p> <p>2 Continue work to agree and deliver core West Midlands programme. Improve 'credit' planning through more careful planning of each health economy's work programme.</p> <p>3 Work with Midlands and Lancashire CSU Strategy Unit on building links with STP areas, including for agreeing work programmes for some STP areas.</p> <p>4 Develop improved links with WMQRS Leads in CCGs and Trusts, especially through review meetings when WMQRS is on site.</p> <p>5 Develop and implement a programme of work to improve service user and carer involvement across all aspects of WMQRS work, including appropriate involvement of young people</p>	<p>1 In progress.</p> <p>2 Ongoing. 'Credit' planning continues to be difficult and has been significantly affected by the introduction of STPs.</p> <p>3 Some progress is being made but not in sufficient time to help delivery of the 2016/17 WMQRS work programme.</p> <p>4 Not achieved</p> <p>5 Not yet achieved due to limited WMQRS capacity but some progress will be made before the end of 2016/17</p>
<b>Quality Standards</b>	
<p>6 Implement the Quality Standards development and updating plan for 2016/17 (Appendix 1).</p> <p>7 Develop and implement a feedback mechanism for Quality Standards (content, format and usage).</p> <p>8 When agreed by the WMQRS Board, implement the charging policy for use of WMQRS Quality Standards outside the West Midlands and market the availability of WMQRS Quality Standards.</p> <p>9 Take advantages of opportunities to publicise WMQRS Quality Standards and their use, including offering local training.</p>	<p>6 This plan is behind schedule and will not be completed in 2016/17</p> <p>7 Not yet started</p> <p>8 Policy agreed but not yet implemented.</p> <p>9 As much as possible done within capacity available</p>
<b>Reviewer Recruitment</b>	
<p>10 Identify a new venue for training from September 2016.</p> <p>11 Complete planned work on introducing video clips to the WMQRS website and to reviewer training.</p>	<p>10 Done</p> <p>11 Not yet done</p>
<b>Review Preparation</b>	

<p>12 Improve the documentation available:</p> <ul style="list-style-type: none"> <li>a. Revise and update the WMQRS 'Preparing for Review' document, including making it shorter and simpler. Ask Trust staff who are involved in organising reviews to comment on the draft document.</li> <li>b. Implement a 'preparing for review' section of the WMQRS website with all materials available to download easily</li> <li>c. Include the preparation checklist in the notes of scoping meetings</li> </ul> <p>13 Continue to offer new WMQRS leads the opportunity to take part in a review visit</p> <p>14 Increase the amount of face to face and telephone support to organisations preparing for review</p>	<p>12 Not yet done</p> <p>13 Ongoing</p> <p>14 Implemented</p>
<b>Review Visits</b>	No specific actions
<b>Reports (including handling of immediate risks)</b>	No specific actions
<b>Evaluation</b>	
<p>15 Better ongoing monitoring of issuing &amp; return of health economy &amp; product evaluations</p> <p>16 More rigorous follow up of requests for health economy and product evaluations, including follow up during meetings with WMQRS lead contacts (see below).</p> <p>17 Review of all WMQRS evaluation forms</p>	<p>15 Implemented</p> <p>16 Implemented</p> <p>17 Not yet started</p>
<b>WMQRS Team</b>	
<p>18 Complete transfer to Midlands and Lancashire CSU.</p> <p>19 Refresh and re-introduce work planning and capacity management system.</p> <p>20 Review 'credit' charging structure with the aim of increasing the proportion of non-product-related time for senior WMQRS staff.</p> <p>21 Implement improved systems for contacts management.</p> <p>22 Introduce standardised WMQRS Word templates.</p> <p>23 Implement more rigorous performance management of WMQRS administrative processes.</p> <p>24 Identify and implement programme of work to improve WMQRS 'customer service'.</p> <p>25 Further develop the use of WMQRS Associates in order to supplement WMQRS senior capacity.</p> <p>26 Review WMQRS team responsibilities in order to:</p> <ul style="list-style-type: none"> <li>a. Align WMQRS Standards development and updating with similar work undertaken by Midlands &amp; Lancashire CSU</li> <li>b. Release additional time to support organisations preparing for review and for booking reviewers</li> <li>c. Provide additional senior capacity for networking and engaging with WMQRS</li> </ul>	<p>18 Done</p> <p>19 Nearly done. Further work needed on Quality Standards work programme and Overview Reports</p> <p>20 Done for 2017/18</p> <p>21 Not yet done</p> <p>22 Done although some teething problems to be resolved.</p> <p>23 In progress</p> <p>24 Not yet done</p> <p>25 Done for London renal and some other reviews. Systems now in place.</p> <p>26 In progress. Was a problem during the first seven months of 2016/17 due to volume of reports, Standards development and Overview Reports.</p>



**Appendix 1 Quality Standards with Action Required in 2016/17**

<b>New Quality Standards</b>	<b>Progress – Dec 2016</b>			
Gynaecology Patient Pathway	Published November 2016			
Musculo-Skeletal Patient Pathway	Published November 2016			
Eye Care	Will be published December 2016			
Falls and Fragility Fracture Pathway	Will be published December 2016			
<b>Quality Standards due for revision</b>	<b>Version</b>	<b>Revision due</b>	<b>Revision planned</b>	<b>Progress – Dec 2016</b>
Services for People with Stroke (Acute Phase) & Transient Ischaemic Attack	Version 1.4	2015 June (extended from Apr 2015)	Dec 2016	Updated and circulated for regional comment
Urgent Care Services	Version 2	2015 Apr	Sept 2016	Completed and published (in Excel) with the exception of ambulance services <sup>0</sup>
Services for People with Vascular Disease	Version 1.4	2015 June (extended from Apr 2015)	March 2016	Not yet started
Theatres and Anaesthetic Services	Version 1.3	2015 Oct (extended from May 2015)	(Dec 2016)	Not yet started
Dementia Services	Version 1.3	2015 Dec	TBC	Steering Group formed. Literature review undertaken and first draft of revised Standards sent to Steering Group Chair
Mental Health Services	Version 1.3	2015 Dec	TBC	Not yet started
Health Services for People with Learning Disabilities	Version 1.3	2015 Dec	TBC	Not yet started
Care of Vulnerable Adults in Acute Hospitals	Version 1.3	2015 Dec	?	Care of Older People Living with Frailty replace some aspects of these Standards. Further consideration to be given to the value of this suite.
Care of People with Chronic Pain	Version 1.1	2016 July	?	Not yet started
Towards Children and Young People's Emotional Health and Well-being	Version 1.1	2016 October	?	Not yet started
Imaging Services	Version 1.2	2016 November	?	Not yet started
Care of Children and Young People with Diabetes (& associated Interpretation Guidance)	Version 1.2	2016 December	?	National Standards are now available. Further consideration to be given to the value of this suite.

Care of People with Long-Term Conditions (& associated interpretation guidance)	Version 1.2	2016 December	?	Not yet started
Services for People with Progressive & Advanced Chronic Kidney disease	Version 2.2	2016 December	?	Revised for use in London reviews. Will be circulated for West Midlands comment in December 2016.
Health Services Caring for People with Haemoglobin Disorders	Version 2.3	2017 June	?	Not yet started
Care of Adults with Acquired Brain Injury	Version 1.1	2017 July	?	Not yet started
Generic Patient Pathway	Version 1.2	2017 July	?	Not yet started
Transition	Version 1.1	2017 July	?	Not yet started