

**East Midlands  
Clinical Audit Support Network**



East Midlands Clinical Audit Support Network (EMCASnet)  
Rules and Constitution October 2016

The East Midlands Clinical Audit Support Network (EMCASnet) is a group of clinical audit, effectiveness and improvement professionals who work within organisations providing or commissioning NHS services within the East Midlands region.

EMCASnet is an 'unincorporated association' i.e. an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit.

### **Purpose**

To support members and their organisations by:

- Providing opportunities for training and development
- Providing a forum to share experiences, learning and resources
- Championing local clinical audit
- Representing the views of member organisations at the National Quality Improvement and Clinical Audit Network (NQICAN)
- Enabling communication with relevant national organisations and networks - including Healthcare Quality Improvement Partnership (HQIP), National Institute for Health and Care Excellence (NICE) and Clinical Audit Support Centre (CASC)
- Building links with relevant regional organisations and networks - such as Health Education England East Midlands (HEEM) and East Midlands Academic Health Science Network (EMAHSN).

### **Background**

The network began as the Trent Clinical Audit Support Network in the early 1990s as a forum for primary care clinical audit staff. In 2008 it became East Midlands Clinical Audit Support Network when it expanded to include other types of organisations and aligned with the East Midlands region.

### **Membership**

Membership is welcomed from any organisation providing or commissioning NHS services in Nottinghamshire, Derbyshire, Lincolnshire, Leicestershire or Northamptonshire. The network is aimed at members in roles managing or facilitating clinical audit, effectiveness or improvement. Each organisation may nominate a primary member and deputy member(s) to attend meetings. For items requiring network agreement each member organisation has one vote (including the organisations represented by the Joint Chairs and Secretary if applicable).

Relevant national/ regional organisations, networks, and organisations from outside the region are welcome to attend regularly or for specific items but do not have a vote on items requiring agreement.

A contact list is also held of other people who wish to receive updates on the work of the network and to be informed about training or event opportunities.

#### Expectations:

- Each organisation should endeavour for at least one of the primary or deputy members to attend each meeting.
- Members must have support from their organisation and line manager to be involved in the network.
- When an individual changes their role or organisation it is up to that member organisation to nominate a new primary/ deputy member to represent them.
- Members and attendees must not share or discuss sensitive or performance related information shared within the meetings outside the group
- Information or resources obtained by involvement in the network must not be shared without agreement of the originator, nor used without agreement and acknowledgement of the originator, nor used for personal or private gain.

The Joint Chairs have the right to end the membership of individuals who behave in ways inconsistent with the rules or values of the network.

#### **Management**

The network has Joint Chairs who are responsible for: planning and Chairing meetings and events, approving agendas and minutes, taking minutes if the Secretary is not available for a meeting, applying for funding, approving expenditure and signatory for the account (see 'Finance'), ensuring the EMCASnet page on the NQICAN website is up to date, and representing the views of member organisations at NQICAN. The Joint Chairs receive no expenses or other remuneration for the role so must have support of their employing organisation. The Joint Chairs will stand for 3 years, unless needing to step-down earlier due to a change in circumstances, at which point current members will be invited to stand and a vote by members will be held to appoint new Joint Chairs (or re-appoint one or both of the current Joint Chairs if they are standing).

The network's Secretary is responsible for: maintaining contact lists, writing and keeping copies of agendas and minutes, communication with members, booking venues and other meeting requirements, keeping a record of expenditure, and signatory for the account (see below). The Secretary receives no expenses or other remuneration for the role so must have support of their employing organisation, or if not employed will sign a volunteer agreement in accordance with the policy of one of the Joint Chairs' employing organisations. The Secretary will stand for 3 years, unless needing to step-down earlier due to a change in circumstances, at which point current and former members and those in relevant roles within member organisations will be invited to stand and a vote by members will be held to appoint a new Secretary (or re-appoint the current Secretary if they are standing).

Decision making for day-to-day running of the network will be made by the Joint Chairs, other decisions (e.g. changes to this document) will be made by a majority vote of member organisations in attendance or who have sent a vote by email at the meeting where the decision is being made.

#### **Frequency and Format**

The network will aim to meet 3-5 times each financial year (including training sessions/ events held when funding allows), usually from 10am until 3pm. Venues used are usually those offered free of charge by member organisations to EMCASnet.

Meetings will include updates from NQICAN and other relevant national and regional organisations and networks, and will include a workshop/ discussion session to support professional development in clinical audit, effectiveness or improvement by an invited speaker or by members sharing learning and experiences.

Training sessions/ events will aim to provide opportunities to develop skills and knowledge and promote clinical audit, effectiveness and improvement within the region. These will be open to primary/ deputy members, and (if capacity allows) to other staff from their organisations, relevant national/ regional organisations, networks, and organisations from outside the region.

The first meeting of each financial year will include the 'Annual General Meeting' where income/expenditure (and declaration of any gifts or hospitality) for the year will be reviewed, accomplishments for the year and aims for the next year will be discussed, and (when applicable) new Joint Chairs and Secretary will be appointed.

## **Finance**

The network is non-profit making and there are no membership fees. There is no funding for travel or other expenses therefore members must have support from their line manager and employing organisation.

The network has minimal costs, these are primarily refreshments and venue costs (although most venues are offered free of charge by member organisations). To date any funding for the network has come from HQIP (who enable regional networks within NQICAN to make applications) and invoices have been paid directly by them. With this funding being increasingly limited the network will now look to manage funding from HQIP itself to enable carry-over, and to look into other funding streams that are relevant to the purpose of the network such as sponsorship by national/ regional organisations (e.g. Health Foundation Q Initiative) and software companies. All funds of the network can only be used to further its purpose as set out in this document. As an unincorporated organisation the network cannot hold any property in its own name so will not be making any such purchases.

In order to manage funds, the Joint Chairs and Secretary will open a bank account for the network. All expenditure from this account will be signed by a minimum of 2 people (ie either both Joint Chairs or one Joint Chair and the Secretary). At the first meeting of each financial year the income and expenditure (and declaration of any gifts or hospitality) for the year will be reviewed. If for any reason the network is dissolved, the bank account will be closed and any remaining funds transferred to NQICAN, unless otherwise agreed with the funding provider.

6/10/16