

Terms of Reference v3

Adopted on 17 December 2010
Revised November 2014, May 2016

1. Vision

The aim of the South and East London Audit Network is to facilitate knowledge transfer between all providers of NHS funded care on topics relating to clinical audit, clinical effectiveness and quality improvement with particular focus on successful quality improvement measures to enable improvement in patient care. It will strive to influence national developments through its work with relevant organisations such as Healthcare Quality Improvement Partnership (HQIP) and the National Quality Improvement and Clinical Audit Network (NQICAN). It will also support national clinical audit programmes, seeking to update members on Care Quality Commission (CQC) requirements and any other developments relevant to quality improvement and clinical audit.

2. Quorum

A quorum shall be five members, representing four organisations.

3. Attendance

Staff employed in providers of NHS funded care in South and East London who are required to evaluate and improve the quality of clinical care as part of their role.

Meetings will ideally be attended by one representative of all the National Health Service Trusts in the South and East London region.

4. Accountability

The minutes of network meetings can be requested by internal auditors of NHS organisations to demonstrate participation in the wider healthcare economy. Evidence of the network's work will be available to NQICAN including information submitted for the NQICAN annual report and to members and their NHS clinical organisations.

5. Frequency

The network shall aim to meet quarterly throughout the year. The meetings shall be held in South and East London area.

6. Authority

The network acts in an advisory capacity.

7. Administration

Administration of the network will be set out below and its function shall be administered and managed in accordance within these Terms of Reference by the Chair and Vice-chair.

8. Functions of the network

- The network will take due regard of national and local developments in quality improvement and clinical audit to inform local strategies and clinical audit policies.
- The network will take due regard of the organisational structures and culture necessary to promote effective clinical audit and quality improvement work.
- The network will value service user involvement in clinical audit and quality improvement.
- The network will communicate successful activity with reference to particular projects that have resulted in significant quality improvement.

- The network will examine trends in clinical audit and quality improvement practice with regard to subject matter and outcomes.
- The network will promote multi-organisational and multi-disciplinary clinical audit and quality improvement practice, where this is desirable.
- Set agenda items will include opportunities to discuss issues from professional specialties. This may involve working in sector subgroups during the meetings.
- Additional agenda items should be submitted by members before the meeting.
- The network may establish links with other organisations to enhance its profile and relevance.

9. Roles and responsibilities

Chair

- Elected for 2 years, with an option to extend
- Produce an agenda
- Arrange venue
- Provide documents relevant to the effective running of the network
- Arrange speakers and funding as appropriate
- *Represent the network at National Quality Improvement and Clinical Audit Network*

Deputy Chair

- Elected for 2 years, with an option to extend
- Assist the Chair in the above tasks

Secretary – on rotation

- Record the minutes of meeting
- Provide the minutes of the meeting to the Chair in a timely manner

All Members

- All members can suggest items for the agenda

10. Meetings and proceedings of the meetings

The Chair or Deputy Chair shall act as chair at the meetings; if unavailable the network shall nominate a chair from members present. The network will keep detailed minutes of all meetings.

11. Receipts and expenditure

Should funds be available to the network; all receipts and funds will be handled by the Chair, Deputy Chair and Secretary, and will be reported annually to the group during an ordinary network meeting.

12. Reporting

Members of the network shall draw to the attention of the Chair any issues that require action. An annual report will be produced by the Chair and published on the NQICAN website.

13. Review

These terms of reference will be reviewed at least annually, as part of an overall review of effectiveness of the network.

14. Dissolution

If the network decides that it is necessary to dissolve the South and East London Clinical Audit and Improvement Network then no fewer than twenty eight days' notice shall be given to members. To dissolve the network there must be at least a two-thirds majority of those present and voting to complete this action.