



Terms of Reference

The Yorkshire Effectiveness and Audit Regional Network (YEARN) is an independent group formed of representatives of organisations providing and commissioning NHS funded care. The network supports member organisations in providing and promoting good practice and innovation in clinical audit, effectiveness and quality initiatives.

1. Aim

To support the work of staff working in clinical audit, effectiveness, and quality within the Yorkshire and Humber region by:

- Providing, sharing, and disseminating good practice relating to clinical audit, effectiveness and quality processes, systems, activity, and tools through local knowledge and horizon scanning
- Providing a support mechanism to members of the network for the development of clinical audit, effectiveness, and quality within their organisations
- Providing a forum for discussion and debate
- Promoting training and development opportunities
- Maintaining alliances and links with the trusts involved in the group and other key external stakeholders; e.g. HQIP, NICE, NHS England etc.
- Maintaining two way communications with the National Quality Improvement and Clinical Audit Network (NQICAN) through the representative for Yorkshire and the Humber region

2. Membership of the group

Representatives will be the managers (or nominated representatives who have equal responsibility) for clinical audit, effectiveness, and quality from organisations that are:

- Providers of NHS funded care within the Yorkshire and Humber region
- Commissioners of NHS funded care within Yorkshire and the Humber region
- Special Health Authorities providing support services within the Yorkshire and Humber region

Members of other organisations (e.g. HQIP, NICE, NHS England) will be invited to attend meetings by either a standing invitation or an invitation to specific meetings.

3. Group website

The website is hosted in the National Clinical Audit Forum and will be open to anyone who would like to join.

4. Function of the group

YEARN will offer and assist with the following:

- Professional support



- Provision of a task and finish group that will organise a regional annual conference open to all staff within the Yorkshire and Humber region
- Provision of task and finish groups as and when necessary
- Identification of training and development opportunities
- Facilitation of cross boundary work
- Promotion of idea sharing
- Invitations to meetings for speakers on topics of current interest
- Feedback from and input to national conferences, NCAPOP, events and legislation
- Links with HQIP through regular communication updates and invites to regional managers meetings
- Maintenance of the YEARN website
- Maintenance of a Yorkshire and Humber region wide representation list

5. Frequency of meetings

Meetings to be held in alternate months throughout the year with the venue rotated between member organisations.

6. Administration process

The following administration process must be adhered to by all officers of the group for each meeting to ensure the efficient running of the group and the effective participation of all members in discussions.

- A call for agenda items will be circulated to YEARN members at least two weeks prior to each meeting. YEARN members have a responsibility to ensure that they table agenda items and papers in a timely manner
- Any agenda items tabled where the responsible YEARN member is not present and has not briefed a deputy will be automatically deferred to the following meeting
- The agenda and supporting papers will be circulated to YEARN members at least one week prior to the meeting
- Draft minutes will be sent to the Secretary within 10 days of the meeting
- Draft minutes will be circulated to YEARN members within 14 days of the meeting
- Draft minutes and supporting papers will be uploaded to the YEARN website within 7 days of circulation

Papers will not be accepted at the meeting but members will be given an opportunity to contribute to the agenda, and the papers will be distributed at least one week in advance. Members will also have the opportunity to raise items under an 'Any Other Business' section of the agenda.

7. Officers of the group

Officers of the group will be elected every other year at the same time the terms of reference are reviewed. Nominations can only be made in person by the individual wishing to stand, and terms of office are two years unless unchallenged. If challenged, an anonymous ballot will be held to



determine the officers for the year ahead. Officers are able to hold more than one position at any one time.

7.1 Chair

The Chair of YEARN is responsible for:

- Securing and applying for funding for venues, and securing venues for meetings at least 12 months in advance
- Chairing YEARN meetings
- Approving meeting minutes prior to distribution
- Chairing a task and finish group to organise the regional annual conference
- Ensuring all other officers and members of the group follow the terms of reference and work plans

7.2 Deputy Chair

The Deputy Chair of YEARN is responsible for:

- Supporting the Chair and coordinating YEARN tasks and meetings in the absence of the Chair
- Undertaking delegated responsibilities as agreed with the Chair

7.3 Secretary

The Secretary of YEARN is responsible for:

- Emailing a call for agenda items from all members two weeks prior to each meeting
- Organising and publicising dates and venues for meetings at least 12 months in advance
- Liaise with the Chair to produce an appropriate and timely agenda
- Distributing all relevant papers via email one week prior to each meeting
- Organising a minute taker prior to each meeting
- Distributing the minutes of the meeting once received from the nominated minute taker, within 14 days of the meeting
- Arranging for an attendance list to be produced for each meeting
- Organising and running the process for the election of YEARN officers

7.4 Minute taker

The minute taker of YEARN may be different for each meeting, and will be responsible for returned typed minutes to the secretary within 10 days of the meeting.

7.5 The Website Manager

The Website Manager of YEARN is responsible for:

- Maintaining the group website hosted on the National Clinical Audit Forum



- Ensuring agenda, papers and minutes are uploaded in a timely manner
- Maintaining a key contacts list for all member organisations

7.6 National Audit Governance Group Representative

The NQICAN Representative for YEARN is responsible for:

- Representing the group at NQICAN meetings (including appropriate task and finish groups), arranging deputies where required
- Acting as a conduit between YEARN members and NQICAN, escalating issues and questions raised at YEARN
- Providing feedback from NQICAN meetings in a timely manner

7.7 Members

The members of YEARN are responsible for:

- Actively contributing to each meeting
- Cascading learning and actions arising out of the meetings within their own organisation
- Raising relevant audits, effectiveness and quality project, presentation and information as agenda items
- Providing a knowledgeable resource to YEARN meetings
- Playing an active role in the assistance of organisation of meetings
- Notifying the Officers of any changes in contact details, attendance at meetings, and the name of the person who will deputise in their absence

8. Annual work plan

The following work plan must be adhered to by all officers and Task & Finish groups to ensure adequate governance of the group:

	January	March	May	July	September	November
Conference T&F Group	✓	✓	✓	✓	✓	✓
Officer Selection Process					✓ Every other year (2013/15/17)	✓ Every other year (2013/15/17)
Officer Term Starts	✓ Every other year (2013/15/17)					
Conference Attendance						✓
Conference Feedback	✓					

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