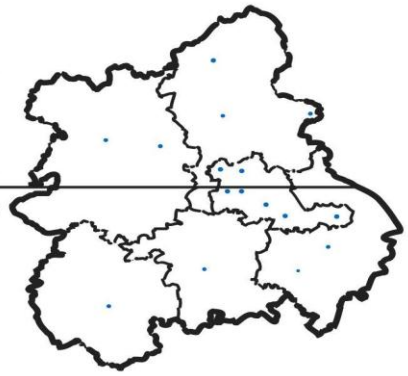
MEAN
West Midlands Effectiveness and Audit Network



West Midlands Effectiveness & Audit Network

Terms of reference

The West Midlands Effectiveness and Audit Network (MEAN) is a network for staff working in a clinical effectiveness and/or clinical audit role in health and social care organisations within the geographical area covered within the West Midlands area.

The Role of the Network is to:

- Provide networking opportunities and forums
- Hold a series of network events, including workshops and conferences, on a regular basis
- Share information on relevant national guidance and initiatives
- To link with and feed into the National Quality Improvement and Clinical Audit Network (NQICAN)

The network will achieve the above through the support of a steering group to act on behalf of the network.

MEAN Steering Group

Purpose

- To hold a list of network members for communication purposes and publish a list of member's organisations through the NQICAN website
- To plan, co-ordinate and deliver a one day annual conference
- To plan, co-ordinate and deliver a half day event (aim is for 2 events per year)
- To ensure that each half-day event and annual conference has a nominated lead supported by the steering group
- To use the half-day event and annual conference as a platform for external bodies, to help members keep abreast of initiatives and events
- To use the half-day event and annual conference as a forum for discussion and debate at a regional level
- To provide a focus for formal responses on behalf of the network in the national arena
- To provide a forum for sharing knowledge and expertise across the network
- To seek sponsorship for network functions and events from Healthcare Quality Improvement Partnership (HQIP)
- To support national initiatives to raise the recognition of the professionalism of members
- To provide representation at the NQICAN meetings and to feed back any key information to the network

Membership arrangements
The steering group will comprise of 8 – 15 members from within the network. Any member of the network is eligible to be on the steering group. If the need arises for expertise which cannot be met from within the steering group, additional members can be co-opted on to the steering group for as long as the special expertise is required.

Continuation of membership of any individual who fails to attend Steering Group meetings on 3 consecutive occasions, with non-participation in Steering Group activities between meetings, will be reviewed by the Steering Group.

Expectations of all Steering Group members

- To have the support and approval of their employing organisation
- To attend meetings, wherever possible, sending apologies in advance where this is not possible
- To participate in electronic discussions between meetings and contribute to the co-ordination of MEAN events
- To carry out any MEAN activities within the terms of the Data Protection Act and any other relevant legislation
- Not to misuse information gained in the course of working with MEAN for personal gain nor to use the opportunity of serving on the Steering Group to promote private interests or those of persons or organisations connected to members
- To declare any personal interests that may be perceived to conflict with MEAN's role
- To declare the acceptance of any gifts and offers of hospitality associated with duties connected with MEAN
- to obtain the approval of the Chair before speaking at any local, regional or national conferences on behalf of MEAN, and make other members of the Steering Group aware of this intention
- At all times to act in good faith and in the best interests of MEAN

Appointment of Officers
Within the steering group there will be a number of officers with a specific remit. These are:

- Chair (with nominated deputy)
- NQICAN representative (with nominated deputy)
- Finance Officer
- Communications Secretary

The officers will be elected for a period of two years, after which they may seek re-election. These officers will be appointed from within the steering group.

Meetings
The steering group will meet, as a minimum, 4 times a year outside of the annual conference and half-day event. Any actions following the meeting will be circulated by the Chair.

Quoracy
The group will be quorate if 4 or more members are present.

Communication
The steering group will communicate with the wider network in a variety of different ways and media. Each of the network meetings will include a session for liaison between the wider membership and the steering group. Where the steering group has information or requires feedback which cannot be deferred until the next network event, network members will be contacted electronically. Each network event will include a NQICAN session, to facilitate two-way communication between MEAN & NQICAN. The MEAN website, where information will be posted, will be accessible on the NQICAN and HQIP website. Contact details of steering group members will be available on the website, allowing any member of the network to contact them with queries or comments.

Accountability
The steering group will be accountable to the wider network and the work of the steering group will be transparent to the wider network through its communication channels.

Date of review
These Terms of Reference will be routinely reviewed in March 2017, though can be reviewed and amended before this date if circumstances require this.

Ratified: 23rd February 2016