Commercial and Assets Special Interest Group

Terms of Reference

1. Introduction

These terms of reference set out the purpose, scope, membership, governance, and reporting arrangements of the Commercial and Assets Special Interest Group of the West Midlands Imaging Network (WMIN).

2. Purpose

The Commercial and Assets Special Interest Group (SIG) is a forum where experts in procurement within the Network can discuss and undertake discrete pieces of work as required with the aim to improve service and equipment/ asset provision, deliver good value for goods and services procured for NHS imaging services. The SIG's main purpose is to achieve joint procurement across our trusts for equipment and services. Using a Network First approach will enable our trusts to procure for their trust at the best possible price. This will ultimately achieve cost savings for all trusts.

This collaborative approach satisfies:

- Quality Standard for Imaging Network –
  - IN-301 (Network Equipment and Procurement)
  - IN-601 (Network Organisation),
  - IN-602 (Network Capacity and Demand Evaluation) and
  - IN-702 (Network Audit).
- Maturity Matrix –
  - OG-102 (Operational Governance)
  - IT-209, IT-212 (IT & Digital)
  - CP-401, CP-402, CP-403, CP-404, CP-405, CP-406 (Capital Planning & Equipment)

The Commercial and Assets SIG will have oversight of all its task and finish groups and will set the agenda for its annual workplan.

3. Scope

The scope of the Commercial and Assets SIG includes:

Provision of information and advice, as appropriate, to the West Midlands Imaging Network Oversight Group on the below;

- Receipt of updates and information from WMIN Oversight Group and other relevant committees
- Promoting collaboration between the member centres on the provision of services and the sharing of relevant information.
- Asset ownership[1]
- Asset replacement[2]
- Investment in new/additional imaging equipment
- Financing options
- Disposal of assets

- Establishing mechanisms for:
    - Network review and learning (IN-701) including changes in national guidance and identify any changes needed to network-wide policies, procedures and guidelines.
    - Undertaking programmes of rolling audits where deemed appropriate sharing results, good practice and potential service improvements.
- Establishing task and finish groups to produce Network-wide guidelines (IN-501) which could include (but not be limited to):

    a. Standardisation: equipment and procurement processes to optimise value for money
    b. Data Utilisation; Data from NETIS and NIDC is crucial in identifying opportunities for capital planning
    c. Resource Allocation: Resourcing complex procurements at regional level
    d. Value Based Procurement; Evaluating whole life cycle costs and value based procurements
    e. Aggregation and Commitment Deals: Leveraging aggregated demand to negotiate better deals with suppliers.

4. Membership & Quoracy

Membership of the Commercial and Assets SIG will consist of representatives with a special interest and role in Procurement across the WMIN system. This will include a multi-disciplinary arrangement to include:

- Procurement leads/ Directors of finance that span our 15 NHS Trusts
- Representatives from NHS Supply Chain

Quoracy will be 50% of membership, either in person or by deputy.

Where the Special Interest Group is not quorate the meeting may still go ahead. However, all decisions need to either be ratified by email afterwards or at the next meeting, at the discretion of the chair.

[1] Report template - NHSI website
[2] Report template - NHSI website

A Chair and Deputy shall be selected by the Commercial and Assets SIG and approved by the WMIN Oversight Group. Where relevant, the deputy and the chair should be from different staffing groups. A member of the Network core team will facilitate the group and their work. The appointment of the Chair will initially be for 3 months, following which there will be a review by the group and then subsequently annually. The maximum duration of the term will be 3 years.

Core members will be expected to:

- Uphold the values and benefits of the West Midlands Imaging Network
- Promote collaborative working, in line with the ethos of system working.
- Provide adequate representation from their relevant organisation, ensuring the full range of services are represented in the group
- Report back on the activities to relevant interested parties within their organisation
- Be able to lead on relevant task and finish groups and ensure their accountability to the SIG

The representatives will be reviewed annually to ensure members are able to uphold the values of the group and fulfil these expectations.

5. Management of Meetings

The Commercial and Assets SIG will meet no less than quarterly, via Microsoft Teams. This frequency will depend on the active work programmes. There may be occasions where the Commercial and Assets SIG will remain dormant, such as when work is complete where less frequent meetings will continue to be carried out to aid shared learning and audit results. This will be on the discretion of the chair and agreement with the Network Director and/or the Network Medical Director.

If decisions are needed between the meetings, virtual meetings will be held by video conference (MS Teams).

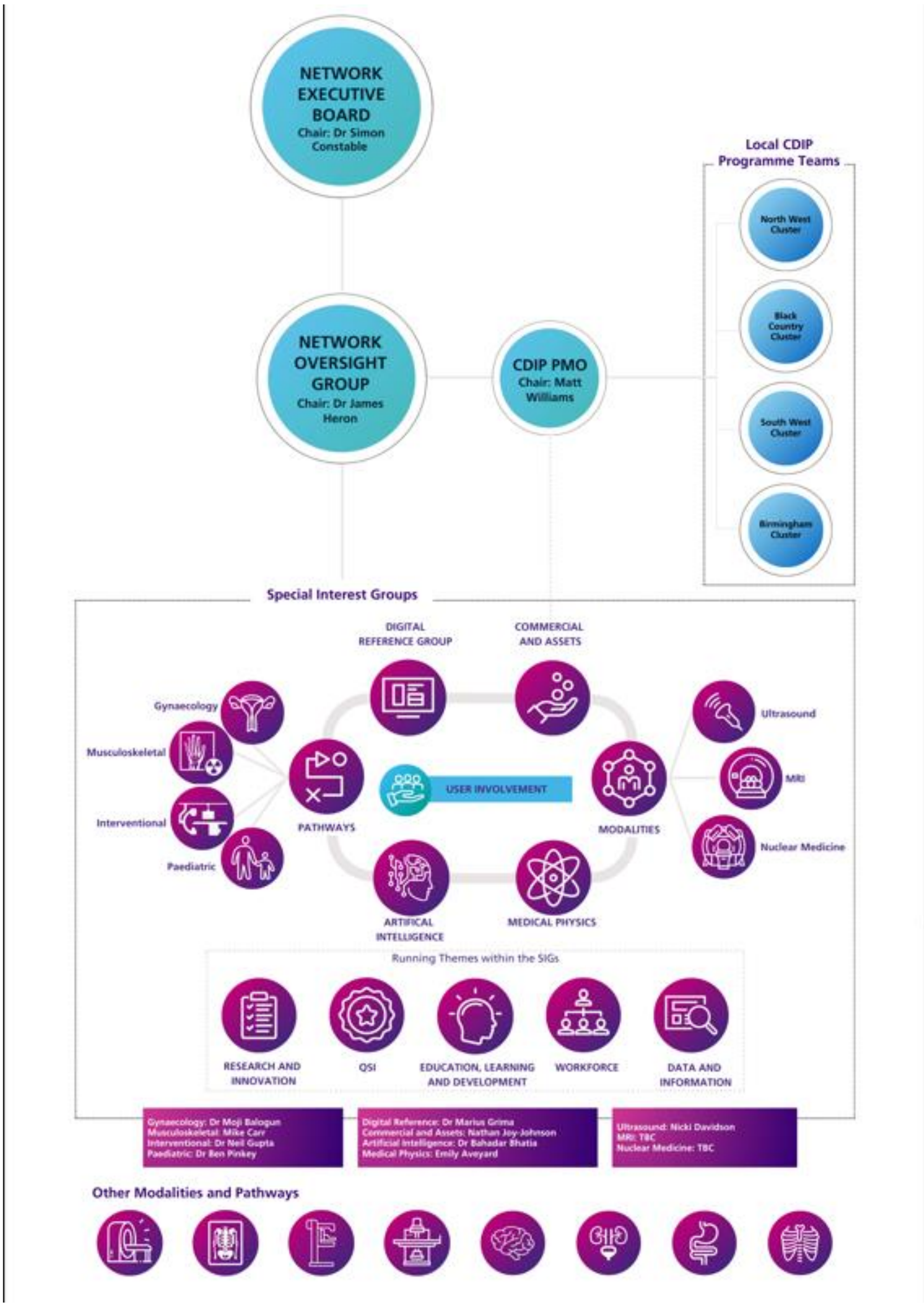
Agenda and supporting papers will be circulated to the members 5 working days prior to each meeting.
Draft minutes will be circulated not more than two weeks after meetings following agreement from the Chair and/or Deputy, and formal approval will be sought at the next meeting. Any amendment to the minutes to be agreed and recorded at that meeting.
Items for discussion must be sent at least 5 days prior to meetings. Individuals sending items will be expected to lead the discussion at the SIG (Chair's discretion applies)
The WMIN core network team will be the point of contact for members wishing to convey relevant information to the meeting or to the rest of the WMIN.

6. Information Sharing

Agendas and papers will be provided to members a minimum of one week prior to the meeting. Following the meeting, these, alongside the meeting minutes, will be uploaded onto the WMIN futureNHS page, following agreement by the Chair.
If members wish for any information to not be made available via the Futures webpage, it may either be redacted, or held separately. This may include commercially sensitive information. This will be at the discretion of the WMIN Director and the core team representative.
All information however remain will be subject to freedom of information requests.

7. Governance, Reporting and Accountability

The Commercial and Assets SIG reports to the WMIN Oversight Group via the Chair. Representation at the Board will be by exception only, with feedback being made available in the form of minutes or via the Network core team representation. WMIN's governance structure is depicted below.



Highlight papers will be drawn up for the WMIN Oversight Group and sent in advance of the meeting. The WMIN Oversight Group agenda will allow for any reporting by exception, for the board to clarify information, or to discuss any decisions requested by the SIG representative.

Each member of the Commercials and Assets SIG is responsible for reporting back to colleagues, managers and directors within their Trust.

Review of the terms of reference and workplan is on an annual basis.

The publication of any Network-wide guidance will be on the recommendation to the Oversight and/or Executive Boards. Formal branding will be used to ensure clear document control and recognition of collaboration. Issuing Network Guidance is only through the Network Director and/or Clinical Director using the Network templates and processes.

Where a consensus is unable to be met, this should be escalated to the Oversight Group for discussion.

Identify risks and concerns relating to the procurement of Diagnostic Imaging and escalate them to the WMIN Oversight Group.

Task and finish groups will be convened if required. These groups will be accountable to the SIG with updates provided as required. Membership of the task and finish groups may be drawn from the wider community as necessary, with a lead identified to run the group.

The Commercial and Assets SIG shall review its effectiveness on an annual basis and report back in the WMIN annual report. This will involve monitoring and reporting on:

- Frequency and attendance at meetings.
- Compliance with the purpose of the Network as outlined in the ToRs and standing agenda items
- Evidence based outcomes resulting from the decisions taken at the Group.

Document Management

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Version History

Version	Date Adopted	Summary of Amendments	Name	Title
V0.1		Initial Draft	IB	Senior Programme Manager
V 0.2		Second Draft	KB/IB	Network Director/ Senior Programme Manager
V 0.3		Third Draft	IB/NS	Senior Programme Manager/ Head of Operational Delivery
V 0.4		Forth Draft	HW	Senior Programme Manager
V 0.5		Fifth Draft	IB	Senior Programme Manager

Document Control:

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