Artificial Intelligence Special Interest Group
Terms of Reference

1. Introduction

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

2. Purpose

The Artificial Intelligence Special Interest Group is a forum where experts in their respective fields within the Network can discuss and undertake discrete pieces of work as required with the aim to improve service provision, learning, patient access, and involvement whilst sharing knowledge and information.

3. Scope

The Artificial Intelligence Special Interest Group (AISIG) is a forum:

1. To agree strategic direction for Artificial Intelligence and Machine Learning (AIML) projects in line with the aims and objectives of the West Midlands Imaging Network
2. To ensure that all Trusts within the WMIN are aligned in these priorities
3. To support applications for external funding wherever possible
4. To receive updates from the network wide AIML projects to support implementations
5. To ensure robust processes are in place for development of AIML
6. To review national and international AIML strategies and changes, and their impact on NHS services and provide a forum for discussion
7. To share best practice as part of federated learning
8. To facilitate network wide education and training in AIML
9. To develop commercial partnerships with academia and private sector organisations in alignment with a network wide strategy
10. To horizon-scan for new AI technologies

4. Membership & Quoracy

Membership of the AISIG will consist of representatives with a special interest in this field across the Network system. This will include a multi-disciplinary arrangement to include:

1. Chair and/ or co-chair of WMIN AI SIG
2. WMIN Medical Director
3. WMIN Senior programme manager or deputy
4. At least one representative from each ICB
5. [Optional] Director of Digital and/ or Chair of Digital SIG

Quoracy will be 50% of membership, to include the Chair or co-chair, in addition to one representative from each Trust.

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.

A Chair and Deputy shall be selected by the Artificial Intelligence SIG and approved by the WMIN Operational Board. 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 2 years.

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 AISIG will meet on a quarterly basis. This frequency will depend on the active work programmes. Changes to the frequency of meetings with be agreed with the Chair(s). There may be occasions where the Artificial Intelligence 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(s) 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.

Meetings will be recorded for administrative purposes only. Detailed minutes will not be kept, however, actions, decisions and pertinent points will be recorded and circulated no 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 amendments will 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 (Chairs 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.

All information will be available to all staff of the member organisations. If members wish for any information to not be made available via the page, it may either be redacted, or held separately. This may include commercially sensitive information. This will be at the discretion of the WMIN core team representative.

All information however remain will be subject to freedom of information requests.

7. Governance, Reporting and Accountability

The AISIG reports to the WMIN Operational Board 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.

Highlight papers will be drawn up for the WMIN Operational Board and sent in advance of the meeting. The WMIN Operational Board 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 AISIG 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 Operational 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 Operational Board for discussion.

Identify risks and concerns relating to the delivery of Diagnostic Imaging and escalate them to the WMIN Operational Board

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 AISIG 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.

- Format of meetings either in-person or online.

- 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	BB	AISIG Chair
V1	14/5/24	Formalisation of approved document as per WMIN Document Policy	IB	Senior Programme Manager
V2	26/6/24	Agreement at AI SIG	BB	AI SIG Chair

Document Control:

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