

Terms of Reference – Network Oversight Group

1. Background

The West Midlands region comprises of 15 Trusts across 6 ICSs, serving a population of over 6.6 million. Imaging plays a crucial role in the diagnosis, staging and management of a variety of conditions using a range of ionising and non-ionising radiation modalities. Investigations touch every part of the patient pathway and is a key enabler for effective care.

High level key aims of the programme are to improve service resilience, reduce duplication and use economies of scale to enable the latest technology to be purchased to develop imaging service provision. The [National Imaging Strategy](#) recommendations are:

- An agreed operational governance model signed off by all member Trust Boards
- Delivery of the West Midlands Converged Digital Imaging Platform (CDIP), including Image and related-data sharing
- Delivering the capability for shared reporting worklists across member Trusts, where this supports MDT working and more effective patient care
- Workforce plan/strategy agreed by all member Trusts, used to inform workforce recruitment, development and new ways of working
- Capital equipment plan agreed by all member Trusts covering a rolling replacement programme and identify routes to investment for additional (growth) capacity
- Outsourcing, equipment support, and consumables procured collaboratively when in the interest of the WMIN
- Agreed Network process and methodology for capacity & demand service modelling

2. Purpose

The purpose of the West Midlands Imaging Network (WMIN) is to oversee delivery of the recommendations of the above National Imaging Strategy, adapted to meet the requirements of West Midlands service users.

The remit of the Network Oversight Group is to both influence and drive the objectives of the Executive board, and report progress and barriers as well as risks and opportunities.

3. Duties and Responsibilities

The role of the Network Oversight Group is to:

- Support the creation and management of a programme of work and report to the Network Executive Board to account for its delivery of the agreed outcomes.
- Ensure workstreams, subgroups or task and finish groups are working to the agreed programme; to have oversight of the output and ensure it is consistent with the aims and work plan of the network
- Ensure that progress, risks and issues are captured and reported formally, with communication and escalation as required to agreed stakeholders
- Provide assurance to the Executive Board
- Support subgroups in delivering the required outcomes by providing resources, giving direction and enabling trade-offs and timely decision-making

- Identify regional issues of the West Midlands Imaging Network to steer, provide guidance and direction to Trusts with matters relating to Imaging
- Monitoring the delivery of the work programme and management of the risk register
- Provide access to best practice and independent expert advice
- Provide a forum for issue resolution
- Disseminate information through regular reporting to stakeholders, so that they can fulfil their roles effectively
- Adopt a network wide approach ensuring equity of service provision and appropriateness
- Conduct and react with other members with 'Support and Challenge' to ensure processes and decisions are robust and well thought through
- Responsible for socialising and putting into operation any new initiatives/service improvements/guidance/change at members own organisations.
- Examine the potential use of service users in projects and Network service changes

The Network Oversight Group is accountable to the Network Executive Board. The group will also report as required to other relevant agencies where necessary.

4. Membership

Strategic, operational, clinical, radiographic and scientific representation is essential for success. Key principles include:

- Each organisation has an equal voice
- Clinical multi-professional leadership is essential
- Each Trust is represented

The members of the West Midlands Imaging Network who are required to attend the Network Oversight Group are:

Member	Role	Representing
Chair	Network Medical Director	West Midlands Imaging Network
Deputy Chair	Network Director	West Midlands Imaging Network
Member	ICB Diagnostic/Imaging Lead representatives	ICB x6
Member	Trust Diagnostic/Imaging Manager level representatives	NHS Trust x 15
Member	Trust Clinical Directors	NHS Trust x 15
Member	Service Users Representative(s)	Patient Voice
Non-Voting	Midlands Imaging Training Academy Representative	Midlands Imaging Academy
Non-Voting	NHSE Regional Diagnostics representative	NHSE Midlands Region
Non-Voting	Other Core Network Members	West Midlands Imaging Network
Non-Voting	West Midlands Cancer Alliance Representative	West Midlands Cancer Alliance
Invited as required	Special Interest Group's Chairs	Special Interest Group Members
	Finance representative	WMIN Host Organisation
	Other leads of key service areas by invitation at the discretion of the Chair	

The members may invite corporate leads, programme leads, other members of staff, other key stakeholders, and advisors to attend meetings as required.

Members will be expected to:

- Attend meetings, contribute to discussions and decision-making and be accountable for any area of delivery they are directly responsible for
- Nominate a deputy or alternative representative on their behalf when unable to meet the commitment themselves, who is given delegated authority
- Disseminate information to colleagues, managers and directors within their organisation/group
- Identify items on the forthcoming agenda(s) and ensure they bring a representative view through local engagement before the meeting
- Review papers disseminated prior to the meeting
- Provide leadership to members of the network and relevant stakeholders and own organisation
- Demonstrate the added value that their function or programme contribution
- Work collaboratively with other internal working groups as well as special interest groups, and their leads to support programme delivery and to meet the requirements set out by the West Midlands Imaging Network Executive Board

Group members from each Trust and ICB will be entitled to vote, should the opportunity arise. Non-voting members may continue to engage throughout the meetings but will be allowed to influence decisions made on behalf of organisations.

Special Interest Group chairs will no longer be invited as standard to meetings and instead will be asked to attend on a rolling basis and as matters arise.

5. Confidentiality and Information Sharing

Documents circulated by members of the group can be shared externally unless expressly stated as confidential or in draft form, including other Networks as appropriate.

Members are required to declare any interest relating to agenda items at the start of the meeting, and to respect confidentiality of specific topics discussed at the meeting as requested by other members.

Meetings will be recorded as standard, which will be available to members on the relevant [FutureNHS page](#) alongside meeting minutes. Where confidentiality is required, these recording may be suspended for certain agenda items at the chair's discretion.

6. Conflict of Interest

A conflict of interest is a set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, commissioning, or assuring taxpayer funded health and care services is, or could be, impaired or influenced by another interest they hold.

Board members are required to declare conflicts of interest and the receipt of gifts, hospitality and/or sponsorship, in line with the national guidance to the NHS on an annual basis or when a new conflict arises. Declarations should be made [online](#) a minimum annually, and any specific conflicts should be raised at the start of any agenda item or discussion for which that conflict arises.

Where conflicts arise, the board will decide upon what appropriate actions to take which may include:

- Requiring the member to not attend part or the whole of a meeting
- Noting the nature and extent of the interest, but judging it appropriate to allow the member to remain and participate

- The list of conflicts declared is available publicly on request and will be included in the board pack at each meeting.

All members should ensure that they are not placed in a position that risks, or appears to risk, compromising their role or the NHS public and statutory duties or reputation. Members must also not accept gifts or hospitality by virtue of their role on the group.

7. Attendance and Quoracy

Quoracy will be achieved when the Chair or deputy Chair is present plus representation from a minimum of 50% of ICB/trusts, including at least one member from each ICS.

In the event of non-quoracy, members present will (where appropriate) make recommendations to the next full Board meeting.

There is an expected attendance requirement per member of 75% of meetings. If a designated lead is unable to attend, they must send a representative in their place. The delegate must have delegated decision-making authority on behalf of their organisation. If the attendance requirement is not met, the Chair may seek another member from that system.

Voting will be on the basis of a simple majority, unless agreed by the board before voting takes place. Where necessary, the Chair will have the casting vote. Decisions made at each meeting will be binding on all organisations. If an urgent decision is required prior to the next scheduled meeting, the Chair may recommend an extra-ordinary meeting be convened OR agree a virtual decision made by email – where this must be responded to by ALL voting members. The use of MS Team's polls may be used to record decisions. Results will be made available in the meeting minutes.

8. Agenda

The Chair will set the agenda ahead of each meeting, but the standard agenda is expected to include as a minimum:

- Introduction / Welcome and Apologies / Declarations of Interest
- Review of minutes and actions arising from last meeting
- Risk Register and escalations
- Actions/Agreements/Sign off from subgroups
- Update and Information

9. Management of meetings

Secretarial support will be provided by the West Midlands Imaging Network Programme Support Officer. Meeting papers will be circulated a week before the meeting. These will include:

- Agenda
- Declarations of Interest
- Previous meeting minutes and action log
- Risk register
- Board papers to include any accompanying documents (a supporting board summary must be included alongside any document requiring approval)
- Highlights summary from each SIG
- Performance report from DM01
- Attendance log

Meeting minutes will be circulated within 14 days after the meeting 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.

To ensure that meetings run smoothly and effectively, members will be expected to read circulated reports and other materials in advance of meetings and identify actions that result from discussions and commit to following through those actions. A short chair's brief will be written to support the flow of the meeting.

The board will meet no less than every 2 months, via Microsoft Teams, with an additional expectation of an annual in person meeting.

10. Review

Review of the terms of reference will be on an annual basis. The group members shall also review its effectiveness on an annual basis and report back in the WMIN annual report. This review 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

Name	Oversight Group - Terms of Reference
Version Number	V2
Date Adopted	08/09/2026
Review Date	08/09/2027
Document Number	ToR-03
Approved By	Oversight Group 08/09/2026
Target Audience	Oversight Group and Executive Board Members Network Core Team

Version History

Version	Date Adopted	Summary of Amendments	Name	Title
V0.1		First draft following the revision of the Operational Board for review at West Midlands Imaging Network	Holly Warriner	Senior Programme Manager
V0.2		Second draft pre-Oversight Group members approval	Kate Burley	Network Director
V0.3		Amended to add Patient volunteer comments	Nisha Sungum	Head of Operational Delivery
V1	20/05/2025	Approval at Oversight Group Meeting	Holly Warriner	Senior Programme Manager
V1.1	02/09/2026	Annual internal review	Nisha Sungum	Network Director
V2	08/09/2026	Finalised following approval at Oversight Group Meeting	Holly Warriner	Senior Programme Manager

Document Control

The controlled copy of this document is kept within the West Midlands Imaging Network files. Copies of this document held outside of that area, will be viewed as removed from formal change control.