



## **TERMS OF REFERENCE OF THE MATERNITY NETWORK TEAM**

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The Maternity Network Team is responsible for:

- ❑ Advising how the scoping exercise to identify the working time directive issues faced by each maternity service in the network should be undertaken using the available funding
- ❑ Forming working groups to establish key requirements for high quality clinical care pathways, and research and audit within the Maternity Network geographical area.
- ❑ Providing information and reports on progress to the Newborn Network

## **ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT**

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- ❑ The members of the Maternity Network Team will be accountable to the boards of each constituent organisation and are responsible for keeping these organisations informed.
- ❑ The Maternity Network Team will have overall accountability to the NHS West Midlands SHA with day to day accountability to the Newborn Network who hold the funding for the maternity network development project .
- ❑ The Chair of the Maternity Network Team will be the perinatal services representative on the Newborn Network Board.
- ❑ The Chair of the Maternity Network Team will be accountable to the Newborn Network for the delivery of the groups objectives and for the effective performance of the group.

## **POWERS**

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The Maternity Network Team, in undertaking its remit, is empowered to:

- ❑ Request appropriate information from network members
- ❑ Request that external parties supply information to which the Maternity Network Team is entitled
- ❑ Obtain external professional advice
- ❑ Request the attendance of relevant Maternity Network members at its proceedings.

## **MEMBERSHIP**

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- ❑ Two Representatives from each Provider Trust:
  - one Obstetrician
  - one Midwife
- ❑ Perinatal Services Representative on Newborn Network Board (Chair)
- ❑ Patient Representative
- ❑ Public Health Advisor
- ❑ Newborn Network Manager
- ❑ Newborn Network Administrator (Minute Taker)
- ❑ Newborn Network Board representative

## **MEETINGS AND PROCEDURES**

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The project team shall hold meetings as necessary, however unless agreed otherwise, meetings should be held quarterly. Venue will be rotated. Dates will be set 6 months in advance.

- ❑ All meetings shall be arranged and serviced by the Newborn Network Administrator
- ❑ Project team members will receive written notice of the meeting in the form of a copy of the agenda and relevant papers, which will be, circulated at least 5 working days in advance of the meeting.
- ❑ Special meetings may be called as necessary by either the Chairman or at least 2 members of the Maternity Network Team if it is determined that there are urgent matters to be considered. In such circumstances the written notice of the meeting may not be less than the prescribed 3 working days.
- ❑ Meetings of the Maternity Network Team will be deemed quorate if there are four or more provider Trusts represented. If the number of members assembled for a meeting of the Maternity Network Team does not constitute a quorum, then following the meeting the Chair or other nominated representative will contact the provider Trusts not represented to facilitate agreement to proposals made in their absence. Agreed proposals would then be circulated to the Team.

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- ❑ Every question to be decided at a meeting shall be determined by the majority of votes of members present. Where there is an equal division of votes, the chair shall have a casting vote.
- ❑ No matter which the project team has agreed may be rescinded or varied at a subsequent meeting unless that rescission or variation is a specific item of business on the agenda for that meeting
- ❑ Deputies will be encouraged
- ❑ The project team is accountable to the constituent members of the Maternity Network. This responsibility will be discharged in the following ways:
  - ❑ Regular reports and updates on progress

**DOCUMENTATION**

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- ❑ The proceedings of all meetings will be minuted
- ❑ At every meeting of the project team the minutes of the last meeting, if agreed to be accurate, should be signed as a true record by the Chair
- ❑ The Secretariat will aim to circulate the draft action points, which will incorporate timescales and lead responsibility and the draft minutes, within 7 days of the meeting, both as approved by the Chair of the meeting, to all project team members
- ❑ The agenda, supporting papers and minutes of the project team will remain confidential until they are reported to the project team.
- ❑ Any minute which is either commercially sensitive or provides details of named maternity network employee or prospective employee shall remain confidential