

TERMS OF REFERENCE OF THE JOINT TRANSPORT GROUP

The group is responsible for:

- Monitoring the effectiveness of the Newborn Transport Service (NTS)
- Identifying transport issues and future transport requirements within the Networks
- Identifying investment required to achieve a robust transport service for the Networks
- Making recommendations to the Network Boards to improve transport collectively within the Networks in line with the recommendations in the Review of Neonatal Intensive Care Services
- Implement, review and further develop transport guideline, protocols and procedures for use across the Networks
- Make recommendations for standardising transport education and training across the Networks
- Continue to contribute to regional and national discussions relating to developments in newborn transport

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Transport Group will be accountable to the Network Boards and are responsible for providing progress reports to the boards.
- Chair to be rotated between the 2 Transport Consultant Lead, in their absent Transport Nurse Consultant to chair
- The Chair of the group will be accountable to the 2 Network Boards for the effective performance of the group.

MEMBERSHIP

- Newborn Transport Service team members
- One neonatal medical/nurse representative from each provider Trust and deputy
- One obstetric/midwifery representative from each provider Trust and deputy
- A representative from Staffordshire Ambulance Service and deputy
- A representative from the West Midlands Ambulance Service and deputy
- Network Manager
- Network Practice Educator
- Network Administrator (minute taker)

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held quarterly. Venue will be rotated between the two networks. Dates will be set one year in advance.
- All meetings shall be arranged and serviced by the Network Administrator hosting the meeting
- Group 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 Chair or at least 2 members of the group from each of the network 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 Transport Group will be deemed quorate if there is 4 representatives from each of the Networks.
- Every question to be decided at a meeting shall be determined by the majority of votes of members present. Where there is equal division of votes, the chair shall have a casting vote.

- No matter which the group 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 group is accountable to the constituent members of the Network. This responsibility will be discharged in the following way:
- Regular reports and updates on progress made to the Network Board