



TERMS OF REFERENCE OF THE EQUIPMENT GROUP

The group is responsible for developing a three year equipment strategy across the neonatal network and making decisions regarding prioritisation of equipment procurement. It will also monitor progress against the agreed strategy. Key functions are:

- To produce a coherent equipment strategy
- To ensure consistent equipment purchases across the network
- Plan to provide an overview for Trusts of timely replacement of equipment
- To obtain value for money
- To review innovations in order to improve the quality of care for patients

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Equipment Group will be accountable to the Network Board and are responsible for providing progress reports to the board.
- Chair to be elected by the group for a term of 2 years with support from the Network Manager.
- The chair of the group will be accountable to the Network Board for the effective performance of the group.

MEMBERSHIP

- One representative from each provider Trust and deputy
- Network Manager
- Network Practice educator
- Technical advisor(s)
- Procurement advisor
- Innovation expert, as appropriate
- Network administrator (minute taker)

The group should ensure a balance of medical, nursing, managerial, technical, procurement and other appropriate representation

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held quarterly. Venue will be rotated. Dates will be set one year in advance.
- All meetings shall be arranged and serviced by the Network Administrator
- 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 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 equipment group will be deemed quorate if there are 5 or more members present including at least one member of the management team.
- 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- No matter which the group has agreed may be rescinded or varied at a subsequent meeting unless that rescission or variation is a specific item of business on the agenda for that meeting.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