

TERMS OF REFERENCE OF THE SSBC NEWBORN NETWORK BOARD

The board is the executive committee of the network. It has the responsibility for steering the network, commissioning work streams, approving strategy and making final decisions regarding prioritisation of business cases and submission to the commissioners. It will also monitor progress against the agreed strategy. Key functions are:

- Assess the needs of the target population for neonatal services in SSBC.
- Develop a shared vision and long-term strategy for neonatal services across the network reflecting the standards and objectives set out in the national *Strategy for Improvement* underpinned by a costed plan.
- Commission work to include:
 - Development of common bedside management guidelines
 - Equipment replacement and upgrading strategy with prioritisation of replacement equipment.
 - Audit against activity of funded and actual staffing establishments.
 - Recruitment and retention strategy
 - Co-ordination and provision of Nurse and ANNP training
- Receive summary reports from all network groups, monitoring progress and making recommendations
- Ratify common standards, protocols and datasets and endorse comparative benchmarking and audit of services
- Advise commissioners on the plans and priorities for the development of neonatal services across the network
- Ensure compatibility between network-wide and health community plans for neonatal services
- Provide co-ordinated input to Workforce Confederations
- Develop a culture of continuous service improvement that embraces the views and knowledge of user families and staff by ensuring appropriate input into the various work streams
- Provide co-ordinated input into other networks
- Provide information and reports to the Strategic Health Authority
- Receive regular reports from the Network Management Team on current developments and future objectives
- Receive regular reports on progress against objectives, milestones and deliverables together with necessary and appropriate information data and evidence.

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Network Board will be accountable to the boards of each constituent organisation and are responsible for keeping these organisations informed.
- The Network Board will have overall accountability to the SHA's with day to day accountability to the WMSSA and it's constituent organisations.
- The SHA's will hold each PCT and NHS organisation in their respective areas accountable for playing an engaged part in the network, for adhering to decisions and for their delivery.
- The Chair of the network will be the CEO of a PCT. The lead clinician will deputise as necessary for the chairing of board meetings.
- The chair of the network will be accountable to the SHA 's for the delivery of the network objectives as described in this document and for the effective performance of the network.

Staffordshire, Shropshire & Black Country Newborn Network

- The network will usually discharge the performance management process at the network board meeting where progress reports will be received or via meetings of the network chair and the commissioner lead. The Chairs together will ensure the performance management requirements of other bodies e.g. SHA, National Modernisation Team are met.
- All network groups will have terms of reference, an agreed membership, a work programme and provide progress reports.

POWERS

The SSBC Newborn Network Board, in undertaking its remit, is empowered to:

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

MEMBERSHIP

- Chair (CEO)
- One Representative from each Provider trust
- Commissioner from WMSCG
- Lead Obstetrician
- Patient Representative
- Public Health Advisor
- Lead Clinician (Deputy Chair)
- Network Manager
- Workforce Confederation Representative
- Strategic Health Authority Representative
- PCT Commissioner Representative
- Chair of each network sub group
- Network Administrator (Minute Taker)

MEETINGS AND PROCEDURES

- The board 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
- Board 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 Board 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 SSBC Newborn Board will be deemed quorate if there are six or more members present including at least one member of the management team. If the number of members assembled for a meeting of the Board does not constitute a quorum, then the meeting shall not be held. If, during the course of a meeting of the Board, the number of members present ceases to constitute a quorum, the meeting will be suspended and terminated immediately. The Chairman may in such circumstances require that a special meeting shall be convened.
- 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 Board 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 board is accountable to the constituent members of the Network. This responsibility will be discharged in the following ways:
 - Annual general meeting to which all constituent organisations and relevant stakeholders will be invited
 - Annual report, which will detail progress during the year and plans for the future
 - Regular reports and updates on progress

DOCUMENTATION

- The proceedings of all meetings will be minuted
- At every meeting of the Board the minutes of the last meeting, if agreed to be accurate, should be signed as a true record by the Chairman
- The Secretariat will aim to circulate the draft action points, which will incorporate timescales and lead responsibility and the draft minutes, within 5 working days of the meeting, both as approved by the Chairman of the meeting, to all Board members
- The agenda, supporting papers and minutes of the Board will remain confidential until they are reported to the Board.
- Any minute which is either commercially sensitive or provides details of named SSBC Newborn network employee or prospective employee shall remain confidential