

TERMS OF REFERENCE OF THE LONG TERM NEURODEVELOPMENT OUTCOME GROUP

The group is responsible for developing a consistent method of monitoring long term follow up and analysing the data collected across the Network

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Follow Up Group will be accountable to the Network Board and are responsible for providing progress reports to the Board.
- The Chair of the group will be nominated from within the group.
- The Chair of the group will be accountable to the Network Board for the effective performance of the Group.

MEMBERSHIP

- Network Lead Clinician
- One Representative from each provider Trust and Deputy
- Network Administrator (minute taker)
- Perinatal Representative
- Community Paediatrician from each provider Trust

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 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 3 working days.
- Meetings of the group will be deemed quorate if there are 5 or more members present representing at least 3 hospitals in the Network and 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- No matter which the group has agreed may be rescinded or varied at a subsequent meeting unless that rescission or variation is a specific item of business on the agenda for that meeting.
- 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