

South West Neonatal Advisory and Governance Group

South West Neonatal Network

TERMS OF REFERENCE

Introduction

The South West Neonatal Advisory Group is a sub-group of the SW Neonatal Network Executive Board (The Board) working across the South West Neonatal Network. It is made up of Clinical, Nursing and Management leads from across the Network.

Aim

The South West Neonatal Advisory Group will provide a link between The Board and the Working Groups. It will represent the professional voice of the clinical, nursing and management leads from all units within the Network, and enable effective communication between The Board and staff within individual units. It will enable the development of clinical, nursing and managerial consensus and Network cohesion across the South West region.

Responsibilities

The responsibilities of the South West Advisory Group are as follows:

- To provide region-wide expert advice and judgement for the Network team, Executive Board and to support the effectiveness of Working Groups.
- To provide assurance and timely clinical, nursing and managerial advice to the Board regarding outputs from the Working Groups.
- To share information across staff groupings and within units and Trusts, providing a mechanism for identifying potential clinical and managerial governance issues and concerns and to minimise and mitigate risks which impact neonatal services.
- To create opportunities for building understanding about local priorities, perspectives, values and issues in neonatal services.
- To disseminate information to their respective professional groups and organisations within their Trust.
- To take responsibility for any functions that are devolved by Executive Board to the Advisory Group.
- To share ideas, promote innovation and service improvement and learning.
- To inform The Board of any possible, new or modified changes in the neonatal service.
- From time to time, review the Working Group structure and establish project-based groups to carry out short-term project-based work.
- To ensure collaborative working is promoted through a Network approach, leading to improved outcomes for parents, families and babies across the South West.
- To support the policy and strategy of the South West Neonatal Network.

Accountability

The South West Neonatal Advisory Group will be accountable to the South West Neonatal Network Executive Board through a formal reporting process and an annual improvement agreement and report.

The Advisory Group holds responsibility to disseminate information back to constituent organisations and report back any relevant issues and information from groups that they represent.

Decision Making

Recommendations are made by consensus where possible. In the event that consensus is not reached a majority decision will be sought.

Evaluation and Reporting

As part of a continuous improvement programme, the Advisory and Working Groups will develop an Annual Work Plan which aligns to the strategic objectives of the South West Neonatal ODN. They will report to the Executive Board quarterly.

Review

In order to ensure that the Advisory and Working Groups which form the ODN are best configured to meeting the changing needs within the South West, the Terms of Reference and other governing documents eg Work Plans will be reviewed by the ODN Executive Board on an annual basis.

Membership

The core membership will include a Clinical, Nursing and Managerial Lead or a deputy from the following organisations:

- Neonatal Operational Delivery Network
- University Hospitals Bristol NHS Foundation Trust
- North Bristol NHS Trust
- Plymouth Hospitals NHS Trust
- Royal United Hospitals NHS Foundation Trust
- Great Western Hospital NHS Foundation Trust
- Gloucestershire Hospitals NHS Foundation Trust
- Taunton and Somerset NHS Foundation Trust
- Yeovil District Hospital NHS Foundation Trust
- Royal Devon and Exeter NHS Foundation Trust
- South Devon Healthcare NHS Foundation Trust
- Northern Devon Healthcare NHS Trust
- Royal Cornwall Hospitals NHS Trust

Co-opted membership may include multi-disciplinary health professionals and relevant users of the service as and when required.

Frequency of Meetings and Quorum

Meetings will be a minimum of 2 x year and within one calendar month prior to the next Executive Board Meeting. Dates will be set at the beginning of each year.

At least 6 members must be present for the Advisory Group to be quorate.

Reporting

The South West Neonatal Advisory Group will report the following to The Board via the Chair:

- Submission of formal work plans and an Annual Report.
- Provide details of any significant matters under consideration.

Working groups

The Advisory Group will support and oversee the Working Groups that form part of the South West Neonatal Network. These are as follows:

- Patient and Family Experience
- Clinical Governance, Safety and Outcome
- Guidelines and Clinical Effectiveness
- Transport
- Workforce and Education
- Research
- Financial Performance, Data and Activity

The constitution of the Advisory Group will be reviewed formally within the first 12 months, and as required thereafter.

Scope

The Advisory Group may also be asked to consider or advise on clinical decisions on issues requested from other Networks, national bodies or third sector organisations, particularly where there are significant clinical and financial/or operational implications/risks.

Links

- Maternity and Children's Strategic Clinical Network
- BLISS and other parent support groups
- Adjacent Neonatal Networks
- British Association of Perinatal Medicine
- Neonatal Nurses Association
- Academic and Clinical Health Science Networks

Administration

Agendas will be agreed by the Chair. Agenda items may be submitted by any members of the Advisory Group to the Neonatal Network Team's office at least 2 weeks prior to the meeting.

Administrative support for the Advisory Group will be provided by the Administrator to the Network

Team. The Network Clinical Director will ensure that all papers are distributed at least five working days prior to the meeting.

Administration details	
Written by	/Rebecca Lemin/Rebecca Mann
Date	May 2017
Agreed at Advisory Group	May2017
Ratified at Board	May2017
Implementation date	May 2017
Review date	Yearly