

Revised March 2013

**Staffordshire, Shropshire & Black Country
Newborn and Maternity Network**



TERMS OF REFERENCE OF THE FEEDING & NUTRITION GROUP

The group is responsible for:

- Promoting and developing breastfeeding and the use of EBM across the neonatal units within the network with colleagues, babies and parents and in the community setting
- Providing feeding support and training to colleagues across the network
- Sharing of ideas and disseminating best feeding practice within the network
- Reviewing innovations and changes in feeding practice in order to improve the quality of care for babies and their families

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- 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 Manager for the effective performance of the group
- The members of the Feeding & Nutrition Group will be responsible for liaising with appropriate network groups such as the QIPP Group, Equipment Group and Guidelines Group
- The Chair of the group will be responsible for providing progress reports to the Network Manager

MEMBERSHIP

- One neonatal representative from each provider Trust
- One Breastfeeding Co-ordinator/Infant Feeding Advisor from each provider Trust (if such a post exists)
- Neonatal Network Consultant
- One Network Practice Educator
- Dietetic representation as required
- Speech and Language Therapist representation as required

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held biannually. 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 Feeding & Nutrition Group will be deemed quorate if there are 4 or more members present
- 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 Manager