

NETWORK BOARD MEETING

Minutes of the meeting held on

Thursday 25th February 2010 at 9:30 am

The President's Suite, The Royal Agricultural Society Members Pavilion,
Staffordshire County Showground, Stafford, ST18 0BD

PRESENT:

Alyson Skinner (ASk), Consultant Neonatologist
Andy Spencer (AS), Network Lead
Babu Kumararatne, Consultant Neonatologist
Kate Palmer, Consultant Neonatologist
Bashir Muhammed, Consultant Neonatologist
Oso Olumuyiwa, Representing Kishor Tewary
Sue Gough, Parent Representative
Julie Ebrey, Parent Representative
Sarah Carnwell, Administrator
Gina Hartwell, Practice Educator
Jon Crockett (Chair) (JC) Chief Executive
Ruth Moore, Network Manager
Sue Ellis, Ward Manager NNU
Chris Thomas, Network Manager
Simon Jenkinson, Lead Obstetrician
Sanjeev Deshpande, Consultant Neonatologist
Barbara Hodgkiss, Clinical Nurse Manager NNU
Jo Cookson, Practice Educator
Lynsey Clarke, Practice Educator
Doreen Humphries, Ward Manager
Caroline Southall
Pam Smith, Matron for Paediatrics and Maternity
Doreen Quammie, NNU Ward Manager
Chrysantha Halahakoon, Consultant Neonatologist
Jackie Harrison, Nurse Consultant
Karen Anderson, ANNP
Robin McMahan, ANNP

Wolverhampton/Walsall
Newborn Network
Royal Wolverhampton Hospitals
University Hospital of North Staffordshire
Walsall Manor Hospital
Mid Staffordshire NHS Foundation Trust
Newborn Network
Newborn Network
Newborn Network
Newborn Network
Wolverhampton City PCT
Newborn Network
Telford and Shrewsbury Hospitals
Newborn Network
Newborn Network and Maternity Network
Shrewsbury and Telford Hospitals
University Hospital of North Staffordshire
Newborn Network
Newborn Network
Walsall Manor Hospital
Parent Representative
Dudley Group of Hospitals
Dudley Group of Hospitals
Royal Wolverhampton Hospitals
Newborn Transport Service
Russell's Hall Hospital
Royal Wolverhampton Hospitals

APOLOGIES:

Carol Cooper, Commissioning Finance Manager
Melody Bridges, Commissioning Manager - Specialised
Children's Services
Alison Moore, Consultant Neonatologist
Liz Jones, Senior Breastfeeding & Neonatal Research Practitioner
Anand Mohite, Consultant Neonatologist
Dave Roden, Associate Specialist in Neonatology
Kishor Tewary, Consultant Paediatrician
Gursharan Rai, Network Co-ordinator

WMSCT
WMSCT
Telford and Shrewsbury Hospitals
University Hospital of North Staffordshire
Russell's Hall Hospital
University Hospital of North Staffordshire
Mid Staffordshire NHS Foundation Trust
Maternity Network

ACTIONS

JC welcomed Dr Bashir, Dr Oso, Robin McMahan and Sue Gough to the meeting. Introductions were then made around the table.

2. MINUTES OF THE MEETING HELD ON THE 2nd DECEMBER 2009

The minutes to be amended under item 8. to amend spelling to CQUINS, item 10. There is a commitment from Commissioners to cover the cost of maternity leave, item 11. the network has not received the data from CMACE – units need to confirm to the network if the Trust specific data is correct, item 14. the Helping Hands Group is not changing its name, item 14. ASk gave a one month update. Including these amendments, all agreed the minutes as an accurate record.

SC

3. MATTERS ARISING

There were no matters arising.

4. DATA PROJECT PRESENTATION

KA gave a verbal update outlining the process followed when compiling the report. The following good practice was identified:

- ◆ Enthusiastic leadership
- ◆ Clear guidance
- ◆ Software supporting a more efficient process

◆ Use of modern technology

Retrospective data entry is not acceptable given transfers to other units who will then take over the data entry for those babies. Data entry is not seen as important and needs to be given more priority. Wolverhampton had got good processes in place but struggled with extraction and could not review data. KA highlighted the recommendations on page 37 of the report. AS suggested each unit identify an enthusiastic champion for their unit and for that person to be identified to the network. KA to produce a summary report. JC to write a letter to send with a copy of the report to Chief Executives of each of the acute Trusts identifying the name of the champion on their neonatal unit and asking for them to be supported in this role.

All

KA
JC

Each unit gave an update as to what stage they were at in the procurement of the Badger software; Stafford have submitted a business plan, Dudley have agreement in principal from their Chief Executive, all the other units in the network are at various stages in the process of either purchasing or installing the software. Commissioners to be asked to confirm support to Trusts for the Badger software system.

CT/RM

5. WEST MIDLANDS SHA

CT and RM to meet with Faye Bayley at the SHA to find out about the planned WM Perinatal Network.

CT/RM

6. NETWORK STANDARDS ASSESSMENT UPDATE

Quarterly Progress Review

The network met with the software developer to make minor changes and additional functionality to be added, units will then be able to export data for use within their Trusts. CT and RM to visit units to show how the additional functionality can be used. All agreed the numbers. CT asked if all units could update those areas still outstanding.

RM/CT
All

7. NETWORK INVESTMENT STRATEGY

Update on Review of Dispute Over the Process

JC commissioned external expertise to conduct a review of the process taken by the Investment Strategy Group. The process was found to be sound, clear, transparent and open. CH suggested that lessons be learnt from the process undertaken. JC agreed to take this forward.

JC

Network Investment Priorities

The network Board was then asked to approve the recommendations of the group, as per the briefing paper. As there is limited funding available which does not fully cover all the costs of the 3 proposals being recommended there will be some negotiation required between the providers, commissioners and network to enable all three developments to proceed. All agreed with the recommendations.

8. FINANCE

There is no further funding for the training budget. The network has a responsibility to reduce the infrastructure budget by 30%, as its contribution to the overall reduction required over the next three years.

9. COMMISSIONING NEWBORN SERVICES UPDATE

Unfortunately Mel Bridges and Carol Cooper have sent their apologies. The paper circulated states that all Chief Executives of acute Trusts have been sent a letter asking them to implement the Badger data collection system. JC stated that the CQUINS targets have now been agreed by the PCTs.

10. MATERNITY NETWORK UPDATE

SJ gave a presentation to the Board, which will be circulated with the minutes. The IUT patient experience study has been approved by the ethics committee. IUT data is being collected by all 6 units in the network and this was presented at the stakeholder day on the 13th November 2009. Maternity Guidelines will be published in May 2010. No funding for Project Manager from the 1st April which means many of the plans in the Business Case will need to be postponed. There is a small amount of funding to allow administrative support to continue from the 1st April. JC is looking at commissioning objectives in order to try to secure funding. JC on behalf of the newborn network gave support to the role of the maternity network but stated that resources are reducing. Will support and lobby on behalf for resources but recognises the constraints within the NHS.

SC

11. NETWORK PROJECT GROUPS

Joint Transport Group and Newborn Transport Service (NTS)

The SWMN Network have agreed to fund a consultant based at Birmingham Women's Hospital

(BWH). In order to maintain clinical competency 1 week in 8 will be worked on the unit at BWH but on call for NTS. This will mean there will be 15 PA's for the NTS.

RD&A Group and Guidelines Group

It was agreed at the meeting on the 20th January that the groups would remain separate but would improve communication.

Extraordinary Network Sub Groups Meeting

The administration team will no longer attend group meetings, as they are to be self administered taking their own notes. The Network team will continue to circulate agendas, papers and minutes, as well as book venues and catering.

12. NETWORK ROLES UPDATE

Recruitment of Parent Representative

CT is meeting with the parent representatives to take forward the roll out of the Helping Hands support group across all the units in the Network.

13. DH TOOLKIT FOR HIGH QUALITY NEONATAL SERVICES

A CD-ROM is provided with the Toolkit which has an excel spreadsheet which will automatically calculate the level of staffing required for an individual unit once the activity data for the previous year has been input, however it was advised to use the web based tool as this is a more up to date version. CT demonstrated the tool and will circulate as an example with the minutes. CT requested local information from units.

SC
CT

14. ANY OTHER BUSINESS

JC gave a farewell to DQ on behalf of the network, thanking her for the contribution she had made to the network and wished her a long and happy retirement.

18. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Wednesday 16th June 2010 at 10 am, Dudley Clinical Education Centre, Russell's Hall Hospital, Dudley, DY1 2HQ.

Future meeting dates:

Wednesday 22nd September 2010 at 10 am in Room F, NHS Telford and Wrekin, Halesfield 6, Telford, TF7 4BF.

Network AGM - Wednesday 6th October 2010 at 12 pm, venue to be advised.

Wednesday 15th December 2010 at 10 am, venue to be advised.

**NETWORK BOARD MEETING
ACTION POINTS
for the meeting held on Thursday 25th February 2010**

ACTION:	PERSON(S) RESPONSIBLE
SC to amend minutes of the 2 nd December 2009	Sarah Carnwell
Each unit to identify an enthusiastic champion and for that person to be identified to the network.	All
KA to produce a summary report.	Karen Anderson
JC to write a letter to the Chief Executive of each of the Acute Trusts and send with a copy of the report.	Jon Crockett
Commissioners to be asked to confirm support to Trusts for the Badger software.	Chris Thomas/ Ruth Moore
CT and RM to meet with Faye Bayley at the SHA to find out about the planned WM Perinatal Network.	Chris Thomas/ Ruth Moore
CT and RM to visit units to show how the additional functionality can be used.	Chris Thomas/ Ruth Moore
CT asked if all units could update those areas still outstanding.	All
JC to take forward bid process reform.	Jon Crockett
SJ presentation to be circulated with the minutes.	Sarah Carnwell
SC to circulate example of the staffing calculator tool with the minutes.	Sarah Carnwell
CT requested local information from units.	Chris Thomas