



TERMS OF REFERENCE OF THE PARENT AND PUBLIC INVOLVEMENT GROUP

The group is responsible for involvement of parents in shaping services with the SSBC Neonatal Operational Delivery Network. The group will provide a parent and user perspective to the Network and provide recommendations for service improvements.

OBJECTIVES 2017-19

- Assist the Network in standardising communication process and documents across the Network
- Suggest ways to improve the emotional and practical support offered to parents across the Network
- Suggest ways in which practice could be standardised across all the units in the Network for the benefit of parents and carers, ie visiting times
- Continue to support the Parent Support Groups in each unit in the Network
- Support all units in the Network to implement the BLISS Baby Charter
- Promote to all units the benefits and use of BLISS Champions on units
- With the Developmental Care Group promote FCC across all units in the Network.

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Parent Representative Group will be accountable to the Network Board and are responsible for providing progress reports to the Board.
- The Chair of the Parent Representative Group will be elected by the group for a period of two years.
- The Chair of the group will be accountable to the Network Board for the effective performance of the group.

MEMBERSHIP

- BLISS Senior Healthcare Engagement Officer
- BLISS Volunteers
- Health Visitor
- Helping Hands Co-ordinator from each unit in the Network
- Network Manager/Lead Nurse
- Parent Representatives
- Patient Voice and Insight Lead at the West Midlands Strategic Clinical Network and Senate
- Practice Educator
- Voluntary/Charity Organisations including SANDS, etc.

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held quarterly. Teleconference meetings will be utilised, however once a year a meeting will be held at a location in the Network. 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 3 or more members present, not including the Chair.
- 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 by regular reports and updates on progress made to the Network Board by the Chair.