

BOARD MEETING

Minutes of the meeting held on
Tuesday 8th September 2015 at 9:30am

Octagon Board Room, Beaconside Campus, Staffordshire University, ST18 0AD.

PRESENT:

Adam Gornall, Lead Obstetrician
Alex Philpott, Lead Consultant
Alison Moore, Network Audit Lead
Babu Kumararatne (Chair), Lead Clinician
Catherine Rutherford, Nurse Consultant
David Loughton (Chair), Chief Executive
Jo Cookson, Practice Educator
Jo Gregory, Practice Educator
Julie Marks, Nurse Manager
Kate Burley, Network Manager for Maternity and Children's
Kate Palmer, Consultant Neonatologist
Lee Abbott, Network Transport Lead
Lisa Poston, Unit Manager
Lynsey Clarke, Practice Educator
Mary Passant, Project Lead Merger of NTS and KIDS
Melanie Sutcliffe, Network Clinical Effectiveness Lead
Raghu Krishnamurthy, Consultant Neonatologist
Robin McMahon, ANNP
Ruth Moore, Network Manager
Sarah Carnwell (Minutes), Administrator
Tilly Pillay, Consultant Neonatologist
Wendy Tyler, Consultant Neonatologist

Shrewsbury and Telford Hospitals
Newborn Transport Service
Royal Stoke University Hospital
Royal Wolverhampton Hospitals
Newborn Transport Service
Royal Wolverhampton Hospitals
Newborn Network
Newborn Network
Dudley Group of Hospitals
Strategic Clinical Network (SCN)
Royal Stoke University Hospital
Royal Stoke University Hospital
Walsall Manor Hospital
Newborn Network
Strategic Clinical Network (SCN)
Royal Wolverhampton Hospitals
Walsall Manor Hospital
Royal Wolverhampton Hospitals
Newborn Network
Newborn Network
Royal Wolverhampton Hospitals
Shrewsbury and Telford Hospitals

APOLOGIES:

Chrisantha Halahakoon, Consultant Neonatologist
Julia Greenaway, Matron
Lynn Keilty – Woolcock, Unit Manager
Sanjeev Deshpande, Consultant Neonatologist
Vandana Najran, Service Lead for Women and Children's

Royal Wolverhampton Hospitals
Dudley Group of Hospitals
Royal Stoke University Hospital
Shrewsbury and Telford Hospitals
West Midlands Specialised Commissioning

ACTIONS

2. MINUTES OF THE MEETING HELD ON THE 9th JUNE 2015

The minutes were agreed.

3. MATTERS ARISING

Mortality Review Update

BK updated the Board that in the MBBRACE 2013 Perinatal Mortality Report published in June the Network is in the orange zone, up to 10 % higher than the national average, there were several other networks with higher perinatal mortality rates than SSBC. This is an improvement from the 2012 NDAU Neonatal Mortality report, but still identifies that there is further work to be done.

NICU/LNU Daily Communication Trial Feedback

RK raised whether daily communication is necessary. BK agreed that daily is sometimes impractical however when issues arise around capacity, transfers or other problems, the Network would hope that communication happens regularly. RM to take feedback to the QIPP meeting to discuss and refine who leads on the discussion and that it is a framework for building relationships with regular discussion at the beginning of the week.

RM

4. NETWORK DEVELOPMENTS

SCN Update

KB gave a brief update on the work of the SCN:

- Enhancing perinatal mental health services, led by Giles Beresford
- Stillbirth and neonatal death reduction, led by Andrea Read
- WM Neonatal Services Review
- Maternity Data Dashboard, which will be available to ODNs
- National Maternity Services Review

The Maternity and Newborn Steering Group are meeting on the 6 October 2015.

5. SSBCNMN ACTIVITY AND QUALITY MONITORING

Network Quarterly Report Suite Quarter 1 2015-16

MS went through the Board Summary Report. The QIPP Group to agree the way of recording the number of 2 year assessments completed. SC to amend report to 'babies in oxygen at 36 weeks'. The National Dashboard data needs amending by UHNM, SaTH and WMH. Dudley's data is required. Could all units check that a temperature is entered for all babies within the first hour. QIPP Group to agree change of temperature range to less than 36°C.

RM went through the remainder of the report. The QIPP Group are to discuss the discrepancies in the BadgerNet exception report data. MS has contacted BadgerNet who say it is for each unit to set the exception criteria for their unit. Incident reports for quarter 4 2014/15 were requested from RWH and UHNM. SC to amend report to 80 parents. The QIPP Group to agree two new quality reports which will be presented to the Board, location of birth babies <27 weeks gestation and % term admissions to neonatal units. Badger does capture term admissions separately to NNU and transitional care.

Standards Assessment Annual Review

The software developer is working on correcting issues with the updated tool. RM will update everyone once this has been done. The system automatically self generates an action plan from the answers given, which units then need to complete with how they are going to work towards meeting the standard. All units to complete action plans by the end of November.

6. COMMISSIONING UPDATE

Vandana Najran has given her apologies for the meeting. RM has requested the contract activity for all the units in the Network in order to monitor performance against the current contract. RM has received three units activity however she is outstanding two units and hopes to be able to present the data to the Board in December. Term admissions are not a SDIP however they will be being monitored. The Network has met with all units in the Network to go through the data required for the review of neonatal services and will be updating the spreadsheet with the changes/amendments identified. There will be an online consultation for the Neonatal Services Review which will be circulated once available. RM went through the future stages/plan for the Neonatal Services Review with implementation/agreement planned for 2016/17. AM raised concerns around the prospective data set being used in the review:

- The number of admissions does not reflect activity
- The historic data set does not reflect the current increased workload due to the closure of Stafford SCBU

A separate review is being undertaken for surgical capacity in the West Midlands. AP confirmed that the NTS had not been invited to be involved, however RM said they would be included in the focus groups. KB confirmed that it had been recognised that some items had been missed from the review. RM to feedback the concerns raised to the Senior responsible officer for the review.

7. FINANCE

RM gave a verbal update using the briefing paper circulated with the agenda.

8. MATERNITY NETWORK UPDATE

AG stated that the Groups were developing well, however engagement is slow and AG asked neonatal colleagues to encourage obstetric involvement in order to work as a Network to resolve difficulties, rather than at unit level. The parent information leaflet is being piloted in two units in the Network. The National Maternity Review will report its findings at the end of the year. Simon Jenkinson at the SCN is inputting into the Neonatal Services Review from an obstetric and foetal medicine perspective. The second birth tank event will be held on the 22 October in Birmingham. The Maternity Network to identify a midwifery representative to attend the Board.

9. NETWORK ROLES

Update on Joint Posts

The Network have yet to arrange a meeting with SaTH and UHNM to discuss the joint post. BK explained that the challenge with the Wolverhampton joint posts is the changes in the funding arrangements, which have yet to be resolved.

Network Practice Educator Role

RM announced that LC will be leaving the Network to take up the role of Practice Educator in Guernsey. All thanked LC for her work for the Network.

10. CAPACITY

Updated Network Care Pathways Document

QIPP Group
SC
UHNS, SATH and
WMH
Dudley
All
QIPP
QIPP
RWH and UHNM
SC
QIPP

RM

All units

RM

RM

RM

Maternity Network

Network

RM presented the updated version which was approved by the Board. SC to put on website.
Updated Repatriation Policy

SC

The policy has been updated and linked to the NTS Parental Assent Policy. AP will send the link to the NTS policy as soon as it is available. All agreed the updated policy. SC to put on website.

SC

11. ANNUAL REPORT

All agreed. SC to put on website.

SC

12. NETWORK SUB GROUPS

Equipment Group

RMc referred to the update circulated with the agenda.

Newborn Transfer Service

MP has been in post as Project Manager of the Merger since July. Option 3 has been agreed with BWH Finance Team to merge the two teams within the current budget. A tender document has gone out for one ambulance service, currently two service providers are used which have both been given notice, this will have a cost saving which will be used to improve the service. MP will circulate the final service level document once it has been agreed at the Committee meeting on Friday. Units will need to continue to provide stabilisation prior to transfer as there is insufficient funding to develop the neonatal transfer service into a stabilisation service at this time..

MP

Education and Workforce

An extraordinary meeting is to be held on 30 September to take forward the development of a standardised escalation policy, LC asked all to encourage attendance from their unit in order to have an input into the policy.

Parent Rep Group

SC thanked the Nurse Managers on behalf of the Group for their input into the action plans for their unit following the review of parent's experiences in SSBCNMN from the Picker and Network Parent Experience surveys.

13. ANY OTHER BUSINESS

Badger Price Increment

All units have been notified by Clevermed of a price increase from the 1st April for the BadgerNet data system. Clevermed have sent a Standard Service Level Agreement with 3 options for contract length associated with a different price increase structure and requested a response in 30 days if none received Clevermed will assume the 1 year contract which is the most costly option.. It was discussed at the CRG meeting and the ODN Directors Forum wrote to Clevermed. Clevermed responded that as the contract was held with individual Trusts, it was for them to agree any changes. RM asked that the Lead at each Trust involve their procurement departments in order that it can be taken forward as a Network. RM will contact Directorate Managers at each Trust. DL informed the Board that Lord Carter was undertaking a review of procurement in the NHS and that his final report would be available in Autumn. RM to draft a letter from DL highlighting the issues encountered by neonatal services with Clevermed which will be sent to Lord Carter to inform his review.

Lead Clinicians

RM

RM

Epicure III

Neil Marlow is undertaking an Epicure III study which he would like the Network to participate in. The final proposal will go to the QIPP Group once available with the study commencing in 2017.

14. DATE AND TIME OF FUTURE MEETINGS

Future meeting dates:

Tuesday 12 January 2016 at 10 am

Tuesday 12 April 2016 at 10 am

Tuesday 12 July at 10 am, with AGM to follow afterwards.

Tuesday 11 October at 10 am

**NETWORK BOARD MEETING
ACTION POINTS**

for the meeting held on 8 September 2015

ACTION:	PERSON(S) RESPONSIBLE
RM to take feedback to the QIPP meeting to discuss and refine who leads on the discussion and that it is a framework for building relationships with regular discussion at the beginning of the week.	Ruth Moore
The QIPP Group to agree the way of recording the number of 2 year assessments completed.	QIPP Group
SC to amend report to 'babies in oxygen at 36 weeks'.	Sarah Carnwell
The National Dashboard data needs amending by UHNM, SaTH and WMH.	Stoke, Telford and Walsall
Dudley's National Dashboard data is required.	Dudley
Could all units check that a temperature is entered for all babies within the first hour.	All Units
QIPP Group to agree change of temperature range to less than 36°C.	QIPP Group
The QIPP Group are to discuss the discrepancies in the BadgerNet exception report data.	QIPP Group
Incident reports for quarter 4 2014/15 were requested from RWH and UHNM.	Wolverhampton and Stoke
SC to amend report to 80 parents.	Sarah Carnwell
The QIPP Group to agree two new quality reports which will be presented to the Board, location of birth babies <27 weeks gestation and % term admissions to neonatal units.	QIPP Group
RM will update everyone once the SAT has been updated.	Ruth Moore
All units to complete action plans in the SAT by the end of November.	All Units
RM to present unit activity data to the Board in December.	Ruth Moore
There will be an online consultation for the Neonatal Services Review which will be circulated once available.	Ruth Moore
RM to feedback the concerns raised to the Senior responsible officer for the review.	Ruth Moore
The Maternity Network to identify a midwifery representative to attend the Board.	Maternity Network
The Network have yet to arrange a meeting with SaTH and UHNM to discuss the joint post.	Network
SC to put final Care Pathway Document on website	Sarah Carnwell
SC to put final Repatriation Policy Document on website.	Sarah Carnwell
SC to put agreed Annual Report on website.	Sarah Carnwell
MP will circulate the final service level document once it has been agreed at the Committee meeting on Friday	Mary Passant
Lead Clinicians to identify who has been notified by Clevermed at their Trust of a price increase from the 1st April for the BadgerNet data system	Lead Clinicians
RM asked that the Lead at each Trust involve their procurement departments in order that it can be taken forward as a Network.	Ruth Moore
RM will contact Directorate Managers at each Trust.	Ruth Moore