

Parent Reps Meeting

7 June 2013

Orchard Cottage, Back Radfords, Staffordshire, Stone, ST15 8GG

Draft Notes

		Actions
1	<p>Present: Ruth Moore Julie Ebrey Caroline Southall Amanda Beech</p> <p>Welcome & Introductions were made to Amanda</p>	
2	<p>Networks in the new NHS update Ruth gave an update on the new network structures in the NHS since 1 April 2013, including the new WM Maternity and Childrens' Strategic Clinical Network and the SSBCNN which has been identified as an Operational Delivery Network. SSBCNN is not hosted by University Hospital of North Staffs, where the network office has always been sited. The funding for this year is agreed, work to be done to identify and agree the resources required from 1 Apr 2014 from the 6 provider trusts that make up the network.</p>	
3	<p>Review of Network Parent Representatives Role – An overview of the work to date of the Parent reps was given by Julie, Caroline and Ruth including the following as examples setting up of the Helping Hands Groups, Analysing the network findings from the first National Parent Survey and initiating the development of a network Parent Passport in SSBCNN</p> <p>Amanda attended today's meeting with an interest in becoming a network parent representative, Julie and Ruth explained the standard recruitment process involving BLISS, Ruth to send Amanda the BLISS information and application form. There are two additional ladies from Wolverhampton who have applied to become parent representatives. Ruth to contact them and invite them to the future parent representative group meetings. With Julie and Caroline, this now makes a good parent representatives group and will facilitate succession planning with some experienced as well as new parent reps. Julie and Caroline confirmed they would like to stay on as parent reps to see the current work on the parent passport through to implementation in the network.</p> <p>Due to time constraints at the meeting Ruth agreed to draft amendments to the parent role description and draft objectives for 2013/14 for the group to comment on and suggest changes and additions required</p>	<p>Ruth</p> <p>Ruth</p>
4	<p>Measuring Parents' Experiences The first national parent survey reported in Nov 2011, since then individual units have introduced systems to collect feedback on their services from parents. There was support from each unit to participate in further national surveys every 2-3 years and continue with local surveys in between. The parent passport includes 5 standard questions of parents at discharge from the neonatal unit, this would provide some network comparison in the absence of a national survey. BLISS are about to publish a report with recommendations regarding surveying parent's experiences. Ruth will forward this to the parent reps when it is published for consideration of how to take the recommendations forward in SSBCNN</p>	<p>Ruth</p>

<p>5</p>	<p>Any Other Business Caroline and Julie to write a parent rep report for the network annual report 2012/13 and send to Ruth before the end of July (including Parent Passport development July 2012, Family Centred care Stakeholder event Sept 2012, BLISS volunteers project - last meeting held on 23 May 2012, Helping Hands group started in Walsall and helping hands/parents groups continue in Wolverhampton, Stoke, Stafford and Dudley, reviewing Parent information leaflet for transfer service)</p> <p>Julie to send photo and brief article re running London Marathon for BLISS to Ruth by end of June for inclusion in the network summer newsletter</p> <p>Network Parent Passport – Ruth gave an update on the feedback received from staff and parents from the trial of the draft passport in the network. Julie and Caroline made suggestions for further amendments which Ruth will make and then will circulate the final version to the group. Julie asked if sponsorship for printing the parent passports would be possible, Ruth to explore this with the network’s new host organisation, Julie to consider what form of words the sponsor would expect in return to be printed on the passports and let Ruth know. The plan is to get agreement from the unit managers at the network education and workforce group meeting on 18 June on this final version and to set a launch date for implementation of the parent passport across the network.</p>	<p>Caroline and Julie</p> <p>Julie</p> <p>Ruth Julie</p>
<p>6</p>	<p>Dates and Times of future meetings All agreed the need for the network parent reps to meet regularly and to set the meeting dates for the year in advance – Ruth to suggest dates for quarterly meetings for the remainder of 2013/14 in Sept, Dec and March and send these out with the notes from today’s meeting. – see below</p> <p>Suggested Dates and Times: Friday 13th September 12.30 – 14.30 Friday 6th December 12.30 – 14.30 Friday 7th March 12.30 – 14.30 Please let Ruth know if these dates and times are ok</p>	<p>Ruth</p> <p>All</p>