

TERMS OF REFERENCE OF THE PARENT REPRESENTATIVE GROUP

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

OBJECTIVES 2014-15

- Assist the new unit at Princess Royal Hospital to set up a Telford Helping Hands Support Group
- Assist in rolling out the Health Visitor Training to include Staffordshire and Shropshire
- Assist units in developing action plans in response to the second national parent survey
- Assist the Neonatal Guidelines Group in obtaining parent views on the guidelines

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 the Network Administrator.
- The Chair of the group will be accountable to the Network Board for the effective performance of the group.

MEMBERSHIP

- BLISS Regional Volunteer Co-ordinator
- Community Midwife
- Health Visitor
- Helping Hands Co-ordinator from each unit in the Network
- Maternity Focus Group Representative from each unit in the Network
- Network Manager
- Parent Representatives
- Patient Voice and Insight Lead at the West Midlands Strategic Clinical Network and Senate
- Practice Educator
- Voluntary/Charity Organisations supporting Newborn and/or Premature Babies and their Parents including SANDS, BLISS and the NCT

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held bi-monthly. 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 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 in the following way:
- Regular reports and updates on progress made to the Network Board