Wales Neonatal Network Steering Group

Terms of Reference

1.0 Introduction

This paper formally establishes the Wales Neonatal Network Steering Group as an Advisory Group to the Welsh Health Specialised Services Committee (WHSSC).

2.0 Accountability

The Wales Neonatal Network Steering Group will be accountable to WHSSC and will advise the Joint Committee on issues regarding the development of neonatal services in Wales.

3.0 Purpose

The Local Health Boards in Wales are responsible for ensuring that plans are put in place to allow neonatal services in their area to meet the All-Wales standards. The purpose of the Wales Neonatal Network Steering Group is to co-ordinate the approach across Wales and to ensure that the benefits of working collaboratively are realised.

The Steering Group will report to the joint WHSSC about the work of the Network as it carries out its functions to improve standards of care for Welsh babies and mothers requiring specialist neonatal care.

4.0 Terms of Reference

The Terms of Reference of the Steering Group are as follows:
• To provide evidence-based and timely advice to the Minister and Local Health Boards, through the Welsh Health Specialised Services Committee, to assist them in discharging their functions and meeting their responsibilities with regards to neonatal services

• To support and monitor the implementation of the All-Wales neonatal standards

• To co-ordinate the development of a sustainable neonatal service to ensure Welsh mothers and babies receive appropriate care provided by skilled, trained staff

• To ensure a high quality service is provided for Welsh mothers and babies by overseeing the implementation of appropriate audit tools including BadgerNet

• To ensure collaborative working is promoted through a network approach, leading to improved outcomes for Welsh mothers and babies through developing joint learning opportunities and sharing good practice

• To co-ordinate the establishment of the Neonatal Transport Services in North Wales and South Wales, and monitor cross-border movements

• To develop and implement consistent pathways for neonatal care across Wales

• To ensure that the input of parents and families is valued and considered in all aspects of the network’s work. This will include working with the charitable organisation, BLISS.

5.0 Sub Groups

The Steering Group will establish sub-groups as required to deliver the work of the Network. The sub-groups will report to the Neonatal Network Steering Group.
6.0 Membership

The Chair of the Wales Neonatal Network Steering Group will be an Executive Director of one of the Local Health Boards.

Membership of the Wales Neonatal Network Steering Group will consist of voting and non voting members.

Members

Chair
Network Clinical Lead
Network Manager
Network Lead Nurse
Director of Planning for Specialised Services
Divisional Nurse
Director of Therapies & Healthcare Science
Executive Lead, Children’s Services
Representative of BLISS the special care baby charity
Representative of Parents / Service Users
Chairs of Network Sub-groups
Clinical representatives for each LHB to include:
  • Obstetrics
  • Midwifery
  • Neonatal nursing
  • Paediatrician with a special interest
  • Paediatric therapies
  • Lead Neonatologist (x4)
  • Finance

In attendance

Representative of Welsh Government
Network Business Support Officer
7.0 Steering Group meetings

Frequency of meetings

Meetings shall be held no less than quarterly and otherwise as the Chair of the Steering Group deems necessary – consistent with the WHSSC’s annual plan of Committee Business.

Quorum

At least five members must be present for the Steering Group to be quorate.

Withdrawal of individuals in attendance

The Chair of the Steering Group may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussions of particular matters.

Circulation of Papers

The Network Manager will ensure that all papers are distributed at least five working days prior to the meeting.

Engagement

The Chair must ensure that the Steering Group’s decisions on all matters brought before it are taken in an open, balanced, objective and unbiased manner. In turn, individual Group members must demonstrate, through their actions, that their contribution to the Group’s decision making is based upon the best interests of the NHS in Wales. This is particularly important as there is an inherent tension in a members role on the Group and as a member of an LHB that provides neonatal services.
8.0 Reporting

The Steering Group Chair shall:

- Report formally to the Joint Committee on the Group’s activities. This includes updates on activity, the submission of Steering Group minutes and written reports as well as the presentation of an annual report.

- Bring to Joint Committee’s attention any significant matters under consideration by the Steering Group.

- Ensure appropriate escalation arrangements are in place to alert the Director of any urgent or critical matters that may compromise patient care and affect the operation or reputation of the Joint Committee.

9.0 Review

These terms of reference shall be reviewed annually by the Steering Group.