



Board of Members

Terms of Reference (2018/19)

Background and Introduction

Established in 1997, Partners in Paediatrics (PiP) referred to hereafter as 'the Partnership' is a partnership of organisations working together to improve the quality and accessibility of health services for children and young people across the West Midlands, and areas served by participating organisations.

The Partnership has a small core team and is responsible for co-ordinating the Partnership's work programme. The Partnership's achievement will be the result of a sustained contribution and commitment of its members, to its overall objectives.

Since its inception in 1997 the Partnership has formed strong relationships with key stakeholders and third sector organisations and has been a constant advocate for children and young people services in order to maintain the importance of services for children and young people on 'the agenda'.

The overall aim is to improve the quality of service provision for Children and Young People.

An early 'promoter' of the value of clinical networks; the Partnership has worked strategically with Children's Leads and Commissioners to explore the options for service development, improvement, and delivery.

In the future it is recognised that with the continuing change to the NHS the importance of maintaining strong partnerships working across the West Midlands and the areas served by our member organisations will be key to ensuring continued delivery of high quality services, positive patient experiences, and ensuring robust development and sustainable improvement.

Partners in Paediatrics place Children and Young People central to its workstreams, providing a 'voice' and facilitating communication for them as a patient and service user, their carers and families across health, social care, and third sector organisations.

Our objectives are:

- To facilitate the development of clinical networks and support associated work streams, where appropriate;
- Work with, and inform commissioners on the improvement of sustainable services to improve outcomes of care;
- Develop high quality Paediatric Clinical Guidelines, and pathways of care;
- Provide educational fora, and undertake training and learning events for professional development;
- Promote and share good practice, at regional and national levels

- Engage, and consult with service users and their carers and families to influence service improvement and development, enhancing the patient experience for children, young people, their carers and families.

Purpose of the Board of Members:

The Board of Members will be the overall decision-making forum for the organisation, Partners in Paediatrics, including its members.

The Board of Members will guide and monitor the work of the Partnership ensuring that the interests of the Partnership and services for children, and young people are effectively promoted through the Partnership's work and its relations with service providers, commissioners, regulators and other relevant organisations.

Objectives:

The Board of Members will:

- Monitor the progression and delivery of projects identified as part of its overall work plan;
- Approve any identified future workstreams, and appoint a lead;
- Discuss and agree any challenges;
- Make decisions relating to the financial status of the organisation;
- Consider membership additions and changes;
- Ensure that the organisation is adapting to changes within health, social care, and third sector organisations, and is proactively responding to future needs;
- Ensure the 'patient voice' is central to business conducted, and maintain open communication practices.

Members and their role:

The role of each Board of Members representative is to contribute to the business of the Partnership and to use their professional knowledge and skills to represent the best interests of the children, young people, their carers and families across the Partnership areas.

Each representative should ensure that there is effective communication between the Board and colleagues within their own organisation.

Where representatives are identified as work stream leads, a written update should be presented to each Board of Members meeting routinely in order to monitor the progress and maintain momentum of each project.

Representatives and/or their appointed deputies should be identified to attend each meeting throughout the year of subscription. There will be an Annual General Meeting held during each financial year, and representatives are invited to attend the same.

Current List of Members (September 2018):

Full members

Birmingham Women's & Children's NHS Foundation Trust
Birmingham Community Healthcare NHS Foundation Trust (from Sept 2018)
Black Country Partnership NHS Foundation Trust
Dudley Clinical Commissioning Group
Dudley Group NHS Foundation Trust
East Cheshire NHS Trust
George Eliot Hospital NHS Trust

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Midlands Partnership NHS Foundation Trust
Robert Jones & Agnes Hunt Orthopaedic Hospital NHS Trust
South Warwickshire NHS Foundation Trust (from May 2018)
The Royal Orthopaedic Hospital NHS Foundation Trust
The Royal Wolverhampton Hospitals NHS Trust
The Shrewsbury & Telford Hospital NHS Trust
University Hospitals Coventry & Warwickshire NHS Trust
University Hospitals of Derby & Burton NHS Foundation Trust
University Hospitals of North Midlands NHS Trust
Walsall Healthcare NHS Trust
Worcestershire Acute Hospitals NHS Trust

Associate members

Worcestershire Health and Care NHS Trust (from September 2018)

Schedule and Frequency of Meetings

The Board of Members meetings will be held three times per year in January, April, June/July, for a period of 3 hours.

A meeting schedule will be circulated at the beginning of each financial year detailing dates, times, and venues.

An agenda will be populated for each meeting, and a business cycle will ensure focus of standing items throughout the year.

In order to maximise representation each member organisation will, in turn, be asked to host the Board of Members meeting, where possible.

An Annual Conference / AGM will be held in October each year, as a celebration of the years' achievements, and forward planning for the coming year.

Quorum

A minimum of 5 voting members is required to ensure full quoracy of the Board of Members, including the Chair or his deputy. Intention to attend each meeting should be confirmed 7 days before the scheduled meeting date.

Key Decisions and Actions:

An agenda and any associated papers will be made available to members 7 days in advance of the meeting date. Minutes of the meeting will be captured, and actions will be logged formally with an appointed lead identified. Names of attendees and apologies will be noted.

Administrative support will be provided by Partners in Paediatrics to routinely progress and monitor the business of the Board.

The action log will be reviewed as a standing agenda item at each meeting.

Review:

This Terms of Reference will be reviewed annually, in April.

The next review will take place in April 2019.

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