



SOUTH WEST NEUROMUSCULAR OPERATIONAL DELIVERY NETWORK (SWNODN)

INFORMATION AND EDUCATION WORKING GROUP TERMS OF REFERENCE

1. Membership

- 1.1 The membership will be made up of representation from the South West Neuromuscular ODN (SWNODN) to include SWNODN Manager and/or SWNODN Co-ordinator, Specialist Paediatric and Adult Physiotherapist and Neuromuscular Advisor. North and South of the Network should be represented as often as possible. It will also include the involvement of Muscular Dystrophy UK and patient representatives.
- 1.2 Other Specialists or third sector representation may be invited to attend for specific projects.
- 1.3 All members will agree to work within these Terms of Reference.
- 1.4 A Chair will be nominated for the Working Group from the main South West Neuromuscular Operational Delivery Network (SWNODN) Executive Board. They will be responsible for recruiting to the Working Group and reporting on progress to the Executive Board.
- 1.5 A note taker will be nominated by the Working Group.
- 1.6 Administrative support will be available on request from the SWNODN.

2. Frequency of Meetings

- 2.1 The Working Group will meet three times a year and scheduled a year in advance.

3. Purpose of Working Group

- 3.1 To consider themes or issues identified by in the SWNODN Work Programme and agree those that come under the Information and Education remit of the group and within the Terms of Reference of the commissioned service.
- 3.2 To develop option(s) for addressing the identified issues, which will contribute towards achieving the aim in the short and longer term.
- 3.3 To propose option(s) for consideration and endorsement at the next Executive Board meeting.

- 3.4 To carry out its work in a transparent, inclusive and timely manner.
- 3.5 To seek to represent the views relevant to the issue(s) under consideration and to solicit and take account of feedback from patients and members of the public where appropriate.

4. Specific Duties

- 4.1 Identify risks in relation to supporting the Information and Education role of the SWNODN.
- 4.2 Ensure recommendations are fully costed and deliverable within SWNODN resources.
- 4.3 Contribute to the development of a SWNODN Education and Training Policy which identifies the needs of professionals and public to ensure local provision and wider equitable access to such education and training.
- 4.4 Identify and support the development of education resources for use on website or print.
- 4.5 Contribute to the development of a SWNODN Communication Policy in respect of external communications through the use of the SWNODN website, social media, newsletters and other printed or electronic media.
- 4.6 Work with third sector organisations to cascade information relevant within the remit of this working group.
- 4.7 Make recommendations to the SWNODN Executive Board to develop and improve information and education opportunities.

5. Budgetary Responsibility

- 5.1 No budget is assigned to the Working Group.

6. Communication by the Group

- 6.1 Support is offered to all Working Groups by the SWNODN.
- 6.2 The Chair will be specifically responsible for ensuring a briefing paper is sent to the SWNODN Manager two weeks in advance of the next Executive Board meeting. This will then be circulated with the Executive Board Agenda.
- 6.3 The Chair will approach the SWNODN Management Team for advice and guidance should this be required prior to the Executive Board meeting.

7. Limits of Authority

- 7.1 The Working Group will be responsible only for formulating recommendations on a range of actions (or 'options') to address identified issues.
- 7.2 Recommendations of the Working Group will be discussed and endorsed by the Executive Board. Actions, options or proposed actions may be subject to further formal, statutory assessment procedures.
- 7.3 Decisions will normally be reached by consensus. In the event of a disagreement, a vote will be taken by of members of the Working Group. In the event of a split, the Chair of Executive Board will have the casting vote.

8. Urgent Matters Arising between Meetings

- 8.1 In the event of an urgent matter arising between meetings that cannot wait for resolution until the next scheduled meeting, the Chair will convene a virtual, or real, meeting with as many members of the working group as possible.

9. Review

- 9.1 These Terms of Reference will be reviewed annually or sooner if required.

Approved by the SWNODN Executive Board on 1 September 2016

Review date: These Terms of Reference will be reviewed annually or sooner if required.