



Royal College
of Midwives

Name to be added Network

Terms of Reference

Purpose

The [insert name] Network, chaired by [insert name] and facilitated by the [insert name] SHOM provides support to the Strategic Midwifery Leadership Group in taking forward the midwifery profession Scotland. [RCM launches five-year vision for midwifery profession in Scotland](#)

Aims

To ensure midwifery care and the profession is safe sustainable, future focused and always compassionate

Objectives

- Provide a forum for the voice of all [insert network] midwives from across Scotland to be heard and concerns escalated where appropriate.
- Act as an advisory group to the Strategic Midwifery Leadership Group
- Inform and steer policy development with regards to maternity services, and particularly midwifery services in Scotland
- To take forward specific actions from the Strategic Midwifery Leadership Group and report back timeously
- Provide peer support for midwives
- Represent the Royal College of Midwives on key national or local groups

Values

- We will always communicate in a way that is respectful and values individuals' opinions
- Honest inclusive communication is at the core of everything we do
- We will respectfully challenge each other so we grow together as a profession

Membership

Each Health Board will have one seat on the network. A Scottish Head of Midwifery will facilitate the group and provide secretariat support.

All prospective members must complete and submit an application form which will be considered by Team RCM Scotland, CMiDO and the SHOM facilitator. A Chair and Deputy will be elected by the Network members.

Members have an accountability and responsibility to engage, and where necessary consult, with other members. Members who do not attend two consecutive meetings, and have not provided prior notification to the secretariat of non-attendance will be asked to relinquish their seat.

Vacancies will be re-advertised in the Board where the seats are held and prospective members must complete the application process.

Chair		
Deputy		
SHOM		
Secretariat		

Governance

The [insert name] Network will report into SMiLE group chaired by the CMiDO. The Chair and SHOM facilitator have seats on the SMiLE group.

Observers

To assist with leadership development and succession planning, observers can be invited to attend meetings. Requests to attend as an observer should in the first instance be sent to the Chair.

Chairman and Faciliator

- The group will be chaired **by a member of the network selected through a nomination process.**
- The group will have Scottish Head of Midwifery as a faciliator

Frequency of Meetings

- Four meetings per year held virtually on Teams

Conduct of Meetings

- Meetings will be considered quorate if one quarter of the full membership is in attendance
- Deputies can attend meetings when members are unable to attend
- All correspondence including papers for meetings will be issued by email
- Flash Reports will be submitted by members with standing agenda items using the agreed template (appendix 1) to the Administrator at least two weeks prior to the meeting
- Call notifications for meetings will be issued at least two weeks before the date of the meeting. Members should advise by return of their intention to attend
- Agenda and papers will be issued one week prior to the meeting

