

NHS NORTH CUMBRIA CLINICAL COMMISSIONING GROUP  
INDEPENDENT REVIEW GROUP  
Terms of Reference  
AUGUST 2017

## 1. Introduction

On 8 March 2017, the NHS Cumbria CCG Governing Body made the following decision with respect to maternity services:-

**Recommendation 2.1:** To test the viability of Option 1 over a 12 month period

**Recommendation 2.2:** If Option 1 is not proven to be deliverable or sustainable then implement Option 2 at the end of the 12 month period

**Recommendation 2.3:** Whilst testing Option 1, to prepare for Option 2 by implementing a Midwifery Led Unit (MLU) in Whitehaven alongside the Consultant Led Unit, in order that the MLU can be audited as if it was freestanding

**Recommendation 2.4:** To implement Option 3 if Option 1 is not proven to be deliverable or sustainable and, following audit of the MLU, Option 2 is not deemed to be safe.

NHS Cumbria CCG Governing Body also agreed to establish an Independent Review Group (IRG) as part of the governance structure following the completion of the Healthcare for the Future public consultation. The role of the IRG is to apply independent critical professional review and to agree the success criteria for each milestone and how these will be measured in relation to the recommendations relating to maternity services. The IRG will pay particular attention to the issues around recruitment to maternity and support services as well as the ability to deliver appropriate accepted standards of care.

The IRG is a task and finish working group and will report into the Implementation Reference Group which is a sub group of the NHS North Cumbria CCG Governing Body. This report will include a recommendation to the CCG while will describe if the success criteria have been achieved and if not the likelihood of them being achieved and if it's likely they can be sustained. The report will give clear recommendation to the CCG on which of the options for maternity services are sustainable into the future will provide the best outcomes for our patients

## **2. Membership**

Core Membership of the group will be:

|                        |                                 |
|------------------------|---------------------------------|
| Dr Bill Kirkup         | Chair                           |
| Dr Anthony Falconer    | Obstetrician                    |
| Dr David Shortland     | Paediatrician                   |
| Dr Nigel Penfold       | Anesthetist                     |
| Lynn Patterson         | Neonatal Nurse                  |
| Sue Townend            | Midwife                         |
| Reverend Richard Pratt | Chair of Working Together Group |

Meetings will be chaired by Dr Bill Kirkup. In the absence of the Chair a deputy will be nominated prior to the commencement of the meeting. Officers and clinicians of the CCG and partner organisations with expertise relating to the specific services under consideration will be invited to attend at the request of the chair. Similarly officers with specific areas of expertise (e.g. workforce planning or finance) may also be requested to attend meetings.

## **3. Committee Support**

The responsible officer for the Group will be the NHS North Cumbria CCG Medical Director. Administrative support will be provided through the NHS North Cumbria CCG Corporate Directorate, including a formal written minute from each meeting.

## **4. Quorum**

Quorum for the meeting will be a minimum of 5 panel members including the Chair or Deputy Chair

## **5. Frequency of the meetings**

There will be an Introductory panel meeting in early October 2017  
With a further panel meeting in October or November 2017  
Following this Group there will be will Quarterly panel meeting in January 2018 April 2018 July 2018. Additional meetings may be called as necessary and the panel will provide assistance to the Chair in finalising the report for the Implementation Reference Group and NHS North Cumbria Governing Body in October 2018.

## **6. Remit and responsibility of the Group**

The NHS North Cumbria CCG Governing Body is responsible for approving the implementation of the service proposals included within the Healthcare for the Future public consultation. The Governing Body has established the Independent Review Group to apply independent critical professional review which will agree the success criteria for each of the milestones with respect to maternity services and agree on how these will be measured and advise the CCG on if they have been achieved or the likelihood of them being achieved and the sustainability of these.

The scope of the Independent Review Group (IRG) is limited to:

i) 2 of the 5 service areas included within the Healthcare for the Future public consultation being:

- Maternity Services
- Paediatric Services

However they will need to be mindful of and take into consideration in their report the codependency of a range of support services including Anaesthetics

ii) Agree the success criteria for the milestones and provide Critical Appraisal of Plans including:

- The proposed patient pathway – is there a clear and robust patient pathway and standard operating protocols/policies
- Capacity – are there clear and robust plans for workforce capacity, operational capacity, and patient flow
- Quality – are any issues relating to clinical safety, clinical outcomes, ability to achieve accepted clinical standards and patient experience clearly and robustly addressed
- Governance – is there a clear audit trail of decision making governance, and ongoing governance for the service change

The IRG is not responsible for developing the implementation plans. The Group is intended to ensure that there is reasonable assurance that material issues have been considered and planned for, and that any significant risks have clear mitigations.

iii) Recommendations to the Implementation Reference Group and NHS North Cumbria Governing Body

- To advise if the success criteria for the different recommendations as described in the NHS Cumbria Decision making meeting on March 8th 2017 have been achieved. If they have been achieved are they sustainable in the medium to long term. If the success criteria have not been achieved what is the likelihood of them being achieved and will they be sustainable into the future. The Independent Review group will also make clear their opinion on the evidence around distance and risk and also give clear opinion on the proportion of locum cover that

would be seen as expected safe and sustainable with the current staffing issues both regionally and nationally with respect to maternity and the support services.

- Any material risks requiring additional mitigation
- Any material clinical interdependencies which require further consideration

The report will give clear recommendation to the CCG on which of the options for maternity services are sustainable into the future will provide the best outcomes for our patients.

## **7. Reporting Structure**

The IRG will report to the Implementation Reference Group and NHS North Cumbria Governing Body.

## **8. Policy and best practice**

The Group will apply best practice in decision making processes and shall have full authority to commission any reports or surveys it deems necessary to help it fulfill its obligations.

## **9. Standards of Business Conduct and Conflicts of Interest**

Members of the Committee shall at all times comply with the standards of business conduct and managing conflicts of interest as laid down in the CCG's Constitution and the Business Code of Conduct Policy.

Declarations of interest will be a standing item on all meeting agendas.

Members and attendees who have any direct/indirect financial or personal interest in a specific agenda item will declare their interest. The Chair of the meeting will decide the course of action required, which may include exclusion from participation in the discussion and/or the meeting for the duration of the discussion dealing with the item for which a declaration has been made.

All declarations of interest and actions taken in mitigation will be recorded in the minutes.

## **10. Conduct of the committee**

The Group shall conduct its business in accordance with national guidance and relevant codes of conduct / good governance practice.

At least annually the committee will review its own performance, membership and terms of reference. Any resulting changes to the terms of reference or membership shall be approved by the NHS North Cumbria CCG Governing Body.

## **11. Terms of reference review date**

The terms of reference should be subject to review on an annual basis, the next review will take place in August 2018.