

Safe Staffing Advisory Committee

14th January 2015

Safe Midwifery Staffing for Maternity Settings

Hamilton House, Mabelton Place, London, WC1H 9BD

Approved Minutes

Attendees	<p>Safe Staffing Advisory Committee members: Standing members: Miles Scott (chair), John Appleby, Chris Bojke, Jean Gaffin, Pauline Milne, Sally Napper, Annette Schreiner, Simon Hairsnape , Bob Osborne, Tanis Hand and Hugh McIntyre</p> <p>Topic specialist members: Becky Bolton, Tracey Cooper, Jaqueline Dunkley-Bent, Jane Hervè and Julie Orford</p>
	<p>NICE Team Lorraine Taylor, Sheryl Warttig, Jasdeep Hayre, Kirsty Little, Amanda Chandler and Gillian Leng (items 6 and 7 only)</p> <p>Contractor Dr Graham Cookson – Surrey University (am only)</p>
	<p>Apologies Standing members: Genc Rumani, Julia Scott, Elaine Inglesby-Burke, Georgie Dwight, Elizabeth West, Elizabeth Rix and Philomena Corrigan</p>
Observers	<p>NICE Team Laura Delaney, Elizabeth Adelanwa, Marian Hodges, David Sutton, Jane Lynn, Aoife Molloy and Katrina Sparrow</p>

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Version	Draft SSAC minutes waiting for SSAC approval

	Actions
1. Welcome, plans for the meeting and minutes of the previous meeting	
<p>The Chair welcomed the Safe Staffing Advisory Committee (SSAC) to the final meeting for the 'Safe Midwifery Staffing for Maternity Settings' guideline topic. The Chair invited members of the committee, the NICE team, the member of the economic contractor team and the NICE observers to introduce themselves.</p> <p>The Chair informed the committee that apologies had been received as listed above. The Chair outlined the general housekeeping for the venue. The Chair welcomed the members of the public observing the meeting and explained the meeting arrangements in relation to public observers.</p> <p>Declarations of interest The Chair explained that verbal declarations of interest are a standing item on every agenda and that they are recorded in the minutes as a matter of public record. The Chair asked members of the committee and NICE team participating in the meeting to verbally declare any interests specific to the topic under consideration at the meeting today. No interests were declared.</p> <p>Minutes of the previous meeting The minutes of the previous meeting on the 5th September 2014 were agreed as an accurate record. The NICE team reported that all actions raised at the last meeting have been completed.</p> <p>Objectives for the meeting The Chair gave an overview of the agenda for the meeting, along with a summary of the specific areas that will be discussed during the course of the meeting.</p>	
1.1 Updated evidence – Sandall study	
<p>The Chair introduced Jasdeep Hayre, Economic Analyst, NICE, who gave a brief overview of the changes to the economic report.</p> <p>The Committee sought clarification on some of the areas of the changes.</p> <p>The Chair thanked Jasdeep for his input to the meeting.</p>	
2. Economic analysis and modelling report presentation – summary of findings	
<p>The Chair introduced Professor Graham Cookson, Surrey University, who gave a presentation about the key findings in the economic report.</p> <p>The Committee discussed the key findings presented in the report, in and asked for clarification on terminology used in the report. The Committee asked Professor Cookson to explain the outcomes further and they also discussed the limitations of the data used in the analysis. A number of areas for consideration in the recommendations, evidence to recommendations tables, gaps in the evidence and research recommendations sections of the guideline were identified.</p> <p>The Chair thanked Graham for his presentation and contribution to the development of the guideline.</p> <p>Action:</p> <ul style="list-style-type: none"> • NICE team to amend the draft guideline and recommendations as per 	NICE team

committee discussions.	
3. Field testing results presentation – summary of findings	
<p>The Chair welcomed Laura Delaney, Technical Analyst, NICE, who gave a presentation on the field testing results obtained from NHS organisations.</p> <p>Laura informed the Committee that the team had spoken to a cross cutting group of midwives which included newly qualified Band 5s up to Heads of Midwifery.</p>	
4. Draft guideline consultation comments	
<p>Sheryl Warttig, Technical Analyst, NICE, presented the key themes from the comments received during the stakeholder consultation for the draft guideline. Sheryl pointed the Committee to draft guideline revisions that had been made following the consultation and the previous SSAC meeting.</p> <p>The Committee discussed the introduction section of the draft guideline and agreed a number of additions to the introduction section. The Committee also asked for clarification on how their comments submitted prior to the consultation period had been considered. Lorraine Taylor provided a summary of the activities the NICE team, the Chair and vice chair had undertaken.</p> <p>Actions:</p> <ul style="list-style-type: none"> • NICE team to amend the draft guideline in line with committee discussions. 	NICE team
5. Discussion and amendment of draft recommendations – organisational strategy (section 1.1)	
<p>The Sheryl gave a brief overview of the proposed amendments to the organisational strategy of the guideline to address feedback from the stakeholder consultation and field testing phases.</p> <p>The Committee discussed the proposals and debated some of the terminology used in the recommendations, for example, continuity and accountability. A number of amendments to this section of the guideline were agreed and suggested glossary items were requested.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Committee members to send the NICE team suggestions for inclusion in the glossary • Committee members to send any further minor proposed changes to this section to the NICE team • NICE team to amend the draft recommendations in line with committee discussions 	SSAC SSAC NICE team
Lunch	
6. Discussion and amendment of draft recommendations:	
<ul style="list-style-type: none"> • Setting the midwife establishment (section 1.2) • Assessing the differences in number of skill mix of midwives needed and number of midwives available (section 1.3) • Monitoring and evaluating midwife staffing requirements (section 1.4) 	

<p>The Committee discussed proposed amendments to sections 1.2, 1.3 and 1.4 of the draft recommendations in turn. The Committee debated the factors that should be considered to determine setting the establishment, midwifery red flags and indicators. The NICE team provided clarification on the distinction between red flags and indicators. A number of amendments to the guideline were agreed.</p> <p>The Committee were asked for their suggestions on the factors and midwifery activities to include in the boxes 1 and 2 in the recommendations and suggestions of wording in the indicators set such as patient reported indicators.</p> <p>Actions:</p> <ul style="list-style-type: none"> • NICE team to amend the recommendations in line with Committee discussions • Committee members to send the NICE team suggestions for inclusion in boxes 1 & 2 • Committee members to send suggestions for the indicators and red flags sections to the NICE team • NICE team to ask the NICE Indicators team to review the suggested additions to the indicator section and determine if feasible to include 	<p>NICE team</p> <p>SSAC</p> <p>NICE team</p>
7. Discussion and amendment of other areas of the draft guideline	
<p>Sheryl Warttig provided a brief overview of the proposed changes to the remaining sections of the guideline. The Committee discussed the proposed changes and the remaining sections of the draft guideline and were given the opportunity to ask questions and to suggest amendments. They identified additional points for inclusion in some sections, for example the importance of data collection. The Committee were asked to provide examples of terms to go in the glossary, and to make sure that their details presented in the contributors section of the draft guideline are correct. The Committee were asked to comment on equality impact document as part of the documents that would be sent for review following the meeting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • NICE team to amend the remaining sections of the draft guideline in line with committee discussions • Committee members to send the NICE team suggested wording for terms to be included in the glossary and other sections of the draft guideline. 	<p>NICE team</p> <p>SSAC</p>
8. Next Steps	
<p>Lorraine Taylor and other NICE team members provided a short summary outlining the next steps for the development of the maternity guideline and the NICE Pathway, the public version of the guideline and the costing statement. An update on the proposed communication launch and the A&E guideline were also provided.</p> <p>Maternity guideline:</p> <p>Lorraine reminded the group that an updated draft guideline would be sent to them for comment on the 22nd January, and that the comments were to be sent back to the NICE team on the 28th January. Once revisions have been made to the draft guideline, this will be submitted to NICE Guidance Executive for approval for a pre-publication accuracy check and then publication.</p> <p>The guideline is scheduled to be published with the Appendix 1, Equality Impact Assessment, the evidence reviews, the economic analysis report and the stakeholder consultation response table on the 27th February 2015.</p>	

<p>Pathways and Information for public version of the guideline: The Committee members who had volunteered to assist with the various implementation products were informed that the NICE leads would be in touch soon about their involvement.</p> <p>Costing commentary: Jane Lynn, Costing and Commissioning Adviser, NICE provided a brief summary of the next steps for the production of the costing summary.</p> <p>Communication launch: Elizabeth Adelanwa, Communications Executive, NICE, who gave a brief presentation about the communications plan for the maternity guideline launch. Elizabeth asked the Committee for volunteers to write features, be interviewed and talk at conferences and events. The Committee were also asked for suggestions of key organisations to invite to the press launch.</p> <p>Elizabeth reminded the committee that they need to refer any requests for information, especially from journalists, to the Communications team. The NICE team agreed to circulate a copy of the slides with the Communications Team contact details.</p> <p>Accident and Emergency (A&E) guideline: Lorraine updated the group on the timelines for the A&E guideline and the Committee meeting date for this topic. Lorraine informed the Committee that there is now a 4 day delay in the start of the draft guideline consultation for this topic, but that this will not impact on the SSAC meeting date or the publication date.</p> <p>Standing Committee recruitment: Lorraine informed the Committee that interviews have been taking place for the new standing committee. There have been 3 posts that have not been shortlisted to and will be re-advertised. The Committee were asked to forward the recruitment information on to colleagues who may be interested in applying.</p> <p>Actions:</p> <ul style="list-style-type: none"> • The NICE team to send amended draft guideline to the Committee for comment on the 22nd January • The NICE team to email a copy of the communication strategy slides to the Committee • The Committee to forward any media requests to the NICE Communications team • The Committee to send information to colleagues re SSAC recruitment outstanding posts 	<p>NICE team</p> <p>NICE team</p> <p>SSAC</p> <p>SSAC</p>
<p>9. Summary of the day and AOB</p>	
<p>The Chair summarised the days meeting, reminded the group of the date and time of the next meeting for the A&E guideline. He also thanked both the Standing Committee and in particular the Topic Specialists for all their hard work and contribution on this maternity topic.</p> <p>The meeting closed at 17.00</p>	

