

Safe Staffing Advisory Committee

Monday 30th June 2014.

Safe Midwifery Staffing in Maternity Settings Council Chambers, Broadway House
Conference Venue

Tothill Street, London, SW1H 9NQ

Final Minutes

Attendees	Safe Staffing Advisory Committee members: Standing members: Miles Scott, Philomena Corrigan, Genc Rumani, Tanis Hand, John Appleby, Bob Osborne, Jean Gaffin, Elaine Inglesby-Burke, Julia Scott and Georgina Dwight, Topic specialist members: Becky Bolton, Julie Orford, Jacqueline Dunkley-Bent and Jane Hervé
	NICE Team Gillian Leng, Lorraine Taylor, Sheryl Warttig, Kirsty Little, Amanda Chandler and Jasdeep Hayre
	Apologies Sally Napper, Elizabeth Rix, Annette Schreiner, Hugh McIntyre, Mark Mansfield, Pauline Milne, Jim Buchan, Simon Hairsnape and Tracey Cooper,
Observers	NICE Team Marian Hodges, Anna Brett, Keith Dickinson, Ian Rodrigues, Amanda Parker and Emma Chambers
Author	Amanda Chandler
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	Actions
<p>1. Welcome and introductions</p> <p>The Chair welcomed the Safe Staffing Advisory Committee (SSAC) to the first meeting on 'Safe Midwifery Staffing in Maternity Settings guideline topic. He welcomed the new four topic specialist committee members who have joined the group for the first time today. The Chair invited members of the committee, the NICE 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>Committee Business: Declarations of interest</p> <p>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. The potential conflicts of interest were as follows:</p> <p><u>Non-personal pecuniary interest</u></p> <ul style="list-style-type: none"> • Julie Orford – Topic lay specialist on the NICE Quality Standard committee for miscarriage and ectopic pregnancy; attended a maternity user group forum meeting in May 2014 and received remuneration • Jane Herve – Undertaken work with a charity that is partnered with Ethiopia to teach midwives and health extension workers how to improve outcomes <p>The Chair and the NICE team confirmed that the interests declared did not prevent the attendees from fully participating in the meeting.</p> <p>Objectives for the meeting</p> <p>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>	
<p>2. Policy context</p> <p>The Chair introduced Sean O'Sullivan from the Royal College of Midwifery, who gave a presentation summarising the policy context which underpins the development of the maternity setting safe staffing guideline.</p> <p>The group asked for clarification on the role of the health visitors and as to when they would get involved in the provision of services for the mother and baby.</p> <p>The Committee then discussed the issues presented in relation to the forthcoming guideline. The Chair thanked Sean for his presentation and contribution to the meeting.</p>	
<p>3. Maternity Setting: Scope guideline development processes</p>	

<p>The Chair introduced Sheryl Warttig, Technical Analyst, NICE, who gave an overview of the guideline scope and the areas that it would covered evidence permitting and the various evidence reports which will be presented to the committee.</p> <p>The committee sought clarification on the scope inclusion and exclusion criteria, for example whether members of the wider multi-disciplinary team were going to be covered by the guideline and whether maternity support workers were being included. Sheryl and Lorraine Taylor, Associate Director, NICE, responded to the queries outlining the rationale for each of the criteria for example, post natal cover, Midwifery Support Workers (MSW) and transitional care.</p> <p>The Chair thanked both Sheryl and Lorraine for their contribution to the meeting.</p>	
4. Introduction to economic methods	
<p>The Chair introduced Jasdeep Hayre, Technical Analyst (Economics), NICE who gave a introductory presentation on the economic components of the guideline. He explained the key economic concepts and processes and provided an overview of the development of the economic related components of the evidence reports, including their methods that will inform the development of the guideline.</p> <p>Jasdeep informed the committee which meetings the maternity economic evidence review and the economic analysis report would be presented at. .</p> <p>The Chair thanked Jasdeep for his presentation.</p>	
5. Next steps	
<p>Lorraine Taylor provided a short presentation outlining the next steps for the development of the guideline (as outlined in paper C) and an overview of the implementation resources that will be developed to accompany the published guideline. Lorraine reminded the group that the guideline is to be published in January 2015The group were asked to inform the NICE team of any toolkits that were being used in maternity settings.</p> <p>Lorraine gave an overview of the development process associated with the production of a costing statement and summarised the toolkit endorsement process. She asked the group for volunteers to assist with these streams of work. The group sought clarification on the toolkit endorsement programme.</p> <p>The group were informed that a NICE Pathway would be developed for this topic and volunteers from the committee were requested to review the draft Pathway. The review process would be undertaken prior to publication of the guideline.</p> <p>Lorraine notified the group that a public version of the guideline would also be published, and asked for lay members to volunteer to review this document.</p> <p>Actions:</p> <ul style="list-style-type: none"> • SSAC members to email the NICE team with information about toolkits being used • NICE Team to email the group requesting volunteers to support the development of the costing statement, public version of the guideline and the Pathway. <p>Lorraine informed the group that the standing committee members would start work on Accident and Emergency guideline in October 2014. The group were reminded that there</p>	<p>SSAC</p> <p>NICE Team</p>

would be A&E topic specialists would be recruited to join the standing members for this October meeting.	
6. Summary of the day and AOB	
<p>The Chair summarised the days meeting and advised the committee that Sally Napper had been asked to continue as the Vice Chair for this topic.</p> <p>The Chair thanked the group for their attendance and reminded them to inform the NICE team if they were unable to attend the next committee meeting.</p>	

Date and time of next meeting	
<p>The next SSAC meeting will be on 13th August 2014 at Broadway House Conference Centre, London.</p> <p>The meeting closed at 16.30.</p>	

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