

Safe Staffing Advisory Committee

05 September 2014

Safe Midwifery Staffing for Maternity Settings

Council Chambers, 3rd Floor, Broadway House, Tothill Street, London, SW1H 9NQ

Approved Minutes

Attendees	<p>Safe Staffing Advisory Committee members: Standing members: Miles Scott (chair), John Appleby, Chris Bojke, Georgie Dwight, Jean Gaffin, Pauline Milne, Sally Napper, Genc Rumani, Annette Schreiner, Julia Scott, Philomena Corrigan</p> <p>Topic specialist members: Becky Bolton, Tracey Cooper, Jane Hervè and Julie Orford</p>
	<p>NICE Team Gillian Leng (pm only), Lorraine Taylor, Sheryl Warttig, Jasdeep Hayre, Kirsty Little and Amanda Chandler</p> <p>Contractor Dr Alicia White – Bazian Dr Graham Cookson – Surrey University (pm only)</p>
	<p>Apologies Standing members: Mark Mansfield, Simon Hairsnape, Tanis Hand, Elaine Inglesby-Burke, Hugh McIntyre, Bob Osborne and Elizabeth Rix</p> <p>Topic specialist members: Jaqueline Dunkley-Bent</p>
Observers	<p>NICE Team Mark Baker (am only), Lindsey Unwin, Anna Brett, Olufunke Usikale, Jane Lynn, Sabina Khan, Mark Minchin, Marian Hodges</p>

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Version	FINAL SSAC minutes

	Actions
<p>1. Welcome, plans for the meeting and minutes of the previous meeting</p> <p>The Chair welcomed the Safe Staffing Advisory Committee (SSAC) to the third meeting for the 'Safe Midwifery Staffing for Maternity Settings guideline topic. 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>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. No interests were declared.</p> <p>Minutes of the previous meeting</p> <p>The minutes of the previous meeting were agreed as an accurate record. The NICE team reported that all actions raised at the last meeting have been completed or were in hand.</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. Discussion and amendment of draft recommendations – Determining midwife staffing requirements (section 1.2)</p> <p>The Chair introduced Sheryl Warttig, Technical Analyst, NICE who gave a short presentation summarising the draft guideline (paper C) and draft recommendations (paper D).</p> <p>The Committee then discussed the draft guideline and asked for clarification on some of the draft recommendations, such as 1:1 care and skill mix. The Committee were asked to comment on equality issues in the draft recommendations and to identify terms to add to the glossary.</p> <p>The Chair thanked Sheryl for her presentation.</p> <p>Actions:</p> <ul style="list-style-type: none"> • NICE team to amend the draft recommendations in section 1.2 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 guideline. 	<p>NICE team</p> <p>SSAC</p>

<p>3. Discussion and amendment of draft recommendations – Assessing if midwife staff are available on the day meets women and neonates needs (section 1.3)</p>	
<p>The Committee discussed the draft recommendations in section 1.3 and were given the opportunity to ask questions and to suggest areas for further development or amendment.</p> <p>Sheryl Warttig and Lorraine Taylor, Associate Director, NICE, responded to the queries and outlined the rationale for the content and proposed sequencing of the draft recommendations, for example, the use of toolkitss, delayed / cancelled appointments and safeguarding.</p> <p>The Committee were again asked to comment on equality issues in the recommendations and to identify terms to add to the glossary.</p> <p>Actions:</p> <ul style="list-style-type: none"> • NICE team to amend the draft recommendations in section 1.3 in line with committee discussions • Committee members to send the NICE team suggested wording for terms to include in the glossary and other sections of the guideline. 	<p>NICE team</p> <p>SSAC</p>
<p>4. Discussion and amendment of draft recommendations – Organisational strategy (section 1.1)</p>	
<p>The Committee discussed the draft recommendations in section 1.1 and were given the opportunity to ask questions and to discuss and agree areas for further development or amendment.</p> <p>Members of the Committee sought clarification on some of the recommendations, such as escalation and accountability.</p> <p>The Committee were again asked to comment on equality issues in the recommendations and to identify terms to add to the glossary.</p> <p>Actions:</p> <ul style="list-style-type: none"> • NICE team to amend the draft recommendations section in 1.1 in line with committee discussions • Committee members to send the NICE team suggested wording for terms to include in the glossary and other sections of the guideline. 	<p>NICE team</p> <p>SSAC</p>
<p>5. Discussion and amendment of draft recommendations – Monitoring and evaluating midwife requirements (section 1.4)</p>	
<p>The Chair introduced Mark Minchin, Associate Director Quality Standards and Indicators team at NICE who gave a presentation on Staffing Indicators.</p> <p>Mark and Sabina Khan (Technical Analyst, NICE) responded to questions from the group and discussions took place to identify potential indicators.</p> <p>The Committee were asked to look at the guideline in more detail after the meeting and identify further potential indicators that could be used.</p> <p>The Committee also discussed the draft recommendations in section 1.4 and agreed</p>	

<p>a number of amendments. The Committee thanked Mark and Sabina for the presentation and contribution to the development of the guideline.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Committee members to send the NICE team suggestions for inclusion in the staffing indicators sections • NICE team to update the indicator and monitoring and evaluating midwife requirements sections of the guideline 	<p>SSAC NICE team</p>
<p>Lunch</p>	
<p>6. Preparation for the economic analysis and modelling</p>	
<p>The Chair introduced Jasdeep Hayre (Economic Analyst, NICE) who gave an overview of the proposed approach for the economic analysis and modelling work that will be undertaken for this topic. Jasdeep indicated that the report will be presented at the next meeting. The results from the report may dictate amendments to any identified red flag events and indicators.</p> <p>The Chair then introduced Graham Cookson, who gave a brief presentation on the proposed statistical and economic analysis and the possible outcomes and staffing scenarios which could be modelled.</p> <p>Graham took questions of clarification from the group.</p> <p>The Committee then discussed the economic issues and methodological challenges in relation to this guideline. The Committee were asked to suggest outcomes that could be used in the economic model. The two economists on the committee agreed to review proposals for dealing with the methodological challenges identified.</p> <p>The Chair thanked Graham for his presentation and contribution to the development of the guideline.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Committee members to send the NICE team suggestions for outcomes to be included in the economic analysis • SSAC members to review proposals in relation to methodological challenges 	<p>SSAC SSAC</p>
<p>7. Discussion and amendment– remaining sections of the guideline</p>	
<p>The Committee discussed the remaining sections of the draft guideline and were given the opportunity to ask questions and to suggest amendments.</p> <p>The Committee were again asked to comment on equality issues in the recommendations and to identify terms to add to the glossary. The Committee requested that the Equalities document to be distributed to the group when completed.</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 guideline. 	<p>NICE team</p>

<ul style="list-style-type: none"> The NICE team to complete the Equalities document and distribute to the committee 	<p>SSAC</p> <p>NICE team</p>
8. Next steps	
<p>Lorraine Taylor provided a short summary outlining the next steps for the development of the maternity guideline, the upcoming A&E SSAC meeting and standing committee recruitment.</p> <p>Maternity guideline: Lorraine reminded the group that the draft guideline would be sent to them for comment on the 15th September.</p> <p>The group were informed that field testing would be taking place for this guideline during the consultation phase. .</p> <p>Volunteers were requested to assist the costing team with the development of costing summary.</p> <p>Accident and Emergency (A&E) guideline: Lorraine updated the group on the timelines for the A&E guideline and Committee meeting dates for this topic.</p> <p>Standing Committee recruitment: Lorraine reminded the group that the current standing members tenure will be end following publication of the A&E guideline and that recruitment advert for new standing committee members will be placed on the NICE website in October 2014.</p> <p>Actions:</p> <ul style="list-style-type: none"> The NICE team to email the group to remind them of volunteering opportunities for and the costing work The NICE team to notify the current SSAC members when the SSAC recruitment advert is on the NICE website 	<p>NICE team</p> <p>NICE team</p>
9. Summary of the day and AOB	
<p>The Chair summarised the days meeting, reminded the group of the date and time of the next meeting and thanked the Committee for their contribution.</p> <p>The meeting closed at 17.00</p>	

Date and time of next meeting	
<p>The next SSAC meeting will be on 14th January 2014 at Hamilton House, Mabelton Place, London, WC1H 9BD</p>	

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