

National Review of Maternity Services

Stakeholder Reference Group

Terms of Reference

Purpose

The stakeholder reference group will be used to inform Healthcare Inspectorate Wales's (HIW) National Review of Maternity Services.

The purpose of the stakeholder reference group is to provide professional advice and support to inform the delivery of the review. The group will also enable HIW to engage with key organisations and to share significant findings from the review.

Method of working

The stakeholder reference group will be chaired by HIW. Its membership is detailed below.

The group will meet at key intervals throughout the review. Deputies will be accepted if members are unable to attend.

The stakeholder reference group may recommend to HIW that it invites wider expertise from across the Welsh Government and external bodies to inform the group's discussions.

Regular communication between members and HIW officials is encouraged between meetings in order to seek or provide advice, information and/or challenge on particular aspects of the project.

Following the completion of the review, HIW may re-convene the stakeholder reference group at any point to inform its work.

Consultation arrangements

Stakeholder reference group members will be expected to consult their own organisations on different aspects of the groups' discussions and ensuring that any comments are fed back to the stakeholder reference group.

Reporting arrangements

The advice and support offered by the stakeholder reference group will be discussed and reported during HIW's internal project board meetings to inform the delivery of the review.

Relevant feedback from the smaller Advisory Panel will be shared with the stakeholder reference group.

Timescales

The national maternity review started in June 2019 and will end in the summer of 2020.

We anticipate that three or four stakeholder meetings will be held during the course of the review.

Resources

HIW will organise and administer meetings of the stakeholder reference group.

Meeting papers will be circulated by email by HIW prior to the meeting.

Meetings will take place in the Welsh Government Offices. Video Conferencing facilities will be made available where possible.

Support for travel and subsistence costs associated with attending the meeting will be available to individuals and representatives of third sector organisations.

Stakeholder reference group membership

In order to ensure the stakeholder reference group has a representative sample of stakeholders and remains a manageable size, only one or two representatives should attend from each organisation.

Invited stakeholders are:

- Community Health Councils Wales
- General Medical Council
- NHS Wales Delivery Unit
- NHS Wales Heads of Midwifery Advisory Group
- NHS Wales Maternity Network
- NHS Wales Neo-natal Network
- Public Health Wales – 1,000 Lives

- Royal College of Anaesthetists
- Royal College of Midwives
- Royal College of Obstetricians and Gynaecologists
- UK Nursing and Midwifery Council
- UK National Childbirth Trust
- Welsh Government
- Lay representatives
- National Institute of Health and Care Excellence (NICE)
- Royal College of Paediatrics and Child Health
- NSPCC
- MIND
- NHS Delivery Unit
- Director of Nursing representative
- Neo-natal Maternity Network

Other stakeholders may be invited to join the Group.

HIW Officials:

- Alun Jones, Deputy Chief Executive (Project SRO and chair)
- Rhys Jones, Head of Escalation and Enforcement
- Stuart Fitzgerald, Director of Strategy and Engagement

Other officials from HIW will be in attendance as required in accordance with agenda items.

Escalation of concerns

If you have any concerns or questions about how we carry out our work you can contact us by phone, by letter or email. We will acknowledge your concern and will let you know who will deal with it.

Healthcare Inspectorate Wales	Phone	0300 062 8163
Rhydyar Business Park	Fax	0300 062 8367
Merthyr Tudful	Email:	hiw@gov.wales
CF48 1U		

Whistleblowing

If you want to report wrongdoing in the healthcare system in Wales please follow this link:

<https://hiw.org.uk/whistleblowing>