

Independent Maternity Working Group: Terms of Reference

Version 1 Aug 2022

Updated Version 6 Oct 2022

1 Introduction

The purpose of this document is to define the terms of reference for the Independent Maternity Working Group, set up in response to the publication of the Final Ockenden Report, on 30th March 2022.

Donna Ockenden asked “that DHSC and NHSE&I must now commission a working group independent of the Maternity Transformation Programme that has joint RCM and RCOG leadership to make plans to guide the Maternity Transformation Programme around implementation of these IEAs and the recommendations of other reports currently being prepared.”

These terms of reference outline the structure, functions and processes of the Independent Maternity Working Group to be commissioned by NHSE/I to provide independent oversight of the implementation of the immediate and essential actions (IEAs) by the Maternity Transformation Programme.

Whilst more time will certainly be required to achieve its aims, the Independent Maternity Working Group will be established for 9 months initially after which these terms of reference will be subject to review.

2 Accountability

2.1 The Independent Maternity Working Group is accountable to NHSE/ DHSC and the Secretary of State for Health and Social Care.

3 Purpose and Scope of Working group

3.1 Both maternity and neonatal care are within the scope of the Independent Maternity Working Group, given the interdependencies between these services.

3.2 The Independent Maternity Working Group will:

- Review the Maternity Transformation Programme’s (MTP) baseline assessment of how its existing planned activity will achieve the IEAs as

detailed in the Ockenden Review and the MTP's assessment of where its activity as currently planned will not achieve the IEAs.

- Review the MTP's proposed revisions to its existing programme of activity to ensure all IEAs relevant to the current maternity system will be achieved.
- Advise, where necessary, on the refinement of the proposed MTP deliverables, the MTP implementation plans and resources to achieve the IEAs.
- Review the MTP's IEA implementation prioritisation framework.
- Advise on new processes where these do not exist.
- Provide additional professional and service user advice and guidance when required.

4 Membership

The Independent Maternity Working Group will be led by the RCM and the RCOG.

4.1 List of members

Name	Role	Organisation/
Gill Walton RCM	Co - Chair	RCM CEO and General Secretary
Dr Eddie Morris RCOG	Co-Chair	RCOG President
Ranee Thacker RCOG		RCOG President Elect
Eleri Adams		President BAPM representing the RCPCH & BAPM
Felicity Platt RCOA		RCOA
Chris Elton President OAA		OAA
Nuala Lucas President Elect OAA		OAA
Gill Harrison Professional Officer		SCOR
Emma Taylor		RCM Shared Voices Network Chair
Jane Plumb		RCOG Women's Network Chair
Carla Jones-Charles		Frontline staff representatives: DOM Wallsaw HC Trust
Claire Sayan		Midwife Sheffield
TBC		Clinical Director
Devender Roberts		CQC National Midwifery Advisor

Duncan Burton		Deputy Chief Nursing Officer, NHSe/I
William Vineall		DHSC – Director of NHS Quality, Safety and Investigations
Adam McMordie		DHSC – Deputy Director of Quality, Patient Safety and Maternity
David Farelly Kerri Feeney		HEE Workforce Director Lead midwife for HEE
Abbie Aplin		Director Maternity Reform Supporting RCM and RCOG
Programme lead TBC		RCM/RCOG
<i>To attend as required:</i>		<i>National Clinical Director and Chief Midwifery Officer NMC representation</i>

5 Meetings

5.1 Frequency and attendance

The Independent Maternity Working Group will meet monthly. Dates for meetings for the following 12 months will be set in advance. The meetings will maximise organisational attendance by allowing virtual attendance at meetings, unless where in-person attendance is required by the agenda, in which case a minimum of six weeks' notice will be provided.

5.2 Chair

The Royal College of Midwives and the Royal College of Obstetricians and Gynaecologists will share responsibility of leading the group and alternate chairing of the meetings.

5.3 Deputies

Members who are unable to attend a meeting may submit a request to send a deputy. Such deputies should be of sufficient seniority and have the authority to speak on the Independent Maternity Working Group member's behalf.

Members who need to send deputies should seek agreement from the co-chairs (via the secretariat) where possible seven days in advance of the meeting.

5.4 Quorum

A quorum for the Independent Maternity Working Group requires:

- One of the co-chairs or their agreed deputies.

- At least one service user and family representative
- A member or deputy from NHSE/I and DHSC
- At least half of Independent Maternity Working Group members or their deputies
- Representatives from at least four different organisations

5.5 Agenda and papers

The secretariat will agree the agenda with the co-chairs. Items for discussion should be submitted by members no less than 10 working days prior to the next meeting.

Agendas and all item papers will be distributed via email to members and those in attendance five working days in advance of the meeting date.

5.6 Review

The Terms of Reference of the Independent Maternity Working Group will be reviewed at 9 months from date the group is formed.

6 Reporting arrangements

The Independent Maternity Working Group will report progress of its work through quarterly written reports submitted to NHSE/ DHSC and the Secretary of State for Health and Social Care. An annual report of the work and progress of the Independent Maternity Working Group will be submitted to NHSE/ DHSC and the Secretary of State for Health and Social Care. 12 months after the establishment of the group.

7 Secretariat

The secretariat function for the Independent Maternity Working Group will be provided by the RCM and RCOG and, along with the programme manager, will:

- Co-ordinate the Independent Maternity Working Group meetings, setting meeting dates 12 months ahead.
- Provide administrative support: completing and disseminating minutes; providing information and reports as required; and act as a central point of information for members, attendees, and other stakeholders.
- Facilitate the management of action plans – manage action logs including logging, monitoring and follow up of actions with action owners.
- Manage associated documentation in a systematic way.
- Timely circulation of documents to members and deputies.
- Facilitate risk and issue management by managing the risk and issue log in relation to the work of the Independent Maternity Working Group.