

Yorkshire & the Humber Maternity Commissioner Forum

Terms of Reference and Membership

Name of Group:	Yorkshire and the Humber Maternity Commissioner Forum.
Reports To and Accountable To:	Yorkshire and the Humber Maternity Strategy Group.
Values and Principles of Strategy Groups	<p>We will:</p> <ul style="list-style-type: none"> • Be guided by the NHS Constitution and the ‘mandate’ • Place patients at the heart of all our decisions • Seek to achieve the highest quality healthcare and reduce health inequalities for our population • Empower our clinical leaders • Take account of the different needs of local communities • Seek evidenced based best practice. • Respect difference, whilst seeking to build a collective approach where this will deliver added benefits. • Listen to others, share information, be transparent • Embrace innovation & learn from best practice • Seek to work cooperatively to ensure services are integrated across patient pathways. • Develop strong collaborative relationships with partners where decisions are transparent and in line with these values • Above all, work to benefit the population of Yorkshire and the Humber (Y&H).
Purpose and Responsibilities:	<p>To provide commissioning support and advice on the development of maternity services within Yorkshire and the Humber.</p> <p>To develop and coordinate a common approach to the commissioning of specialist maternity services to increase equity of access and reduce inequalities e.g. common service specification, commissioning policy.</p> <p>To provide a mechanism for interface and discussion between NHS England and CCG commissioners and the commissioners within LA and social care.</p> <p>To monitor the variation of services across Y&H through the development of and monitoring through data dashboards for local and regional use and to advise the Clinical Network (CN) on the trends/themes.</p> <p>To identify CN priorities for inclusion in the CN work programme.</p> <p>To contribute to the CN work programme project groups as established in line with the agreed work programme.</p> <p>To consider the implications/introduction of new treatments/policies and where</p>

	<p>appropriate develop a common approach to the implementation (including NICE guidance).</p> <p>To share best practice and local service development to avoid duplication and promote a pan regional approach to working.</p> <p>To support the development and endorsement of clinical guidelines, policies and procedures for recommended use across the CN area.</p> <p>To promote and support the development and delivery of best practice, evidenced based care, with an emphasis on ensuring equitable, consistent high quality service provision and a seamless transition in care across the whole patient pathway.</p> <p>To identify, assess and escalate risks associated with the commissioning and provision of maternity services within Y&H</p> <p>To provide a forum to link and discuss and share issues raised within the three Local Maternity Systems.</p>
Membership:	<p>Membership consists of:</p> <ul style="list-style-type: none"> • CCG commissioner representation across Yorkshire & the Humber (1 representative per CCG or nominated lead) • CN Manager for Maternity • CN Quality Improvement Manager, Maternity • Local Authority Public Health through Public Health England representation • Y&H Local Maternity System Programme Managers
Invited to attend:	<p>Attendance of non-members will be decided by the group, and agreed by the Chair, upon the basis of specific agenda requirements. Key stakeholders will include:</p> <ul style="list-style-type: none"> • CN Clinical Lead, Maternity • CN Quality Improvement Leads, Maternity • NHS England Specialised Commissioning
Chair:	CN Manager for Maternity
Decision Making Process:	<p>Decisions will normally be achieved through a majority consensus.</p> <p>Decisions made will inform the commissioning process through the 3 CCG Chief Officers to the Collaborative Commissioning Fora.</p>
Quorum:	<p>There is no quorum required for the meeting to be held. Where a decision is required, a quorate for approval will require:</p> <ul style="list-style-type: none"> • CN Manager for Maternity • CCG commissioner members majority i.e. minimum 50% of members. For example, with 15 CCG commissioner members, 8 required for quoracy. • Minimum 1 representative from each LMS.
Frequency of Meetings:	Bi-Monthly
Serviced By:	Y&H CN Office
Communications:	Maternity Strategy Group Members and the 3 Chief Officers into which the network reports.
Minutes and Action Log Circulated To:	Maternity Commissioner Forum Members Y&H Maternity Strategy Group Members

<p>Declaration of Interests</p>	<p>If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the item under discussion has been concluded. All declarations of interest will be recorded in the minutes.</p>
<p>Urgent Matters Arising Between Meetings</p>	<p>In the event of an urgent matter arising between meetings that cannot wait for resolution until the next scheduled meeting the Chair will convene a virtual or real meeting with relevant group members to take such action as is necessary. Such decisions will be reported to the next scheduled meeting of the Y&H Maternity Commissioner Forum.</p>
<p>Review Date:</p>	<p>31 December 2021</p>