

South East Clinical Senate

Kent, Surrey and Sussex

South East

Clinical senate

Kent Surrey Sussex

Process for Requesting and Formulating Advice

DATE: August 2020

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1. Purpose of Document

Clinical senates are non-statutory organisations for the provision of independent strategic clinical advice and leadership. The advice provided will be evidence based and impartial, informed through engagement with the broad range of health and wider care professionals and the public in its formulation.

This document lays out the process for seeking advice from the South East (Kent Surrey Sussex) (KSS) Clinical Senate and details how they will go about formulating that advice and publishing it. The document also provides a template for completion by the topic sponsor to ensure that the relevant scope of information is provided.

The full terms of reference for the South East Clinical Senate (KSS) are separately published and available on request.

2. Process for requesting and formulating South East Clinical Senate (KSS) advice

It is anticipated that requests for advice will come primarily from commissioning bodies. This could include:

- NHS England and Improvement (Strategy and Transformation) – South East, Kent Surrey Sussex
- CCG or a group of CCGs within the South East, Kent Surrey Sussex
- Local Authority Commissioners of health services within the South East, Kent Surrey Sussex

In addition, requests for advice may come from the following:

- Health and Wellbeing Boards within the South East (KSS), with support from commissioning bodies
- Patients and public with support through the South East (KSS) Patient and Public Engagement representatives

In addition, the South East Clinical Senate Council (KSS) may advance a topic that they consider strategic, cross-cutting, important, relevant and would promote improved quality and safety of care. The topic would not be being actively considered for the South East (KSS) region by another body. Before formally agreeing to take on such a topic, it should be discussed with the South East (KSS) commissioners (via the relevant standing members of the South East Clinical Senate (KSS) Council with links to the commissioning organisations, i.e. the CCG collaborative

leads, NHS England and Improvement South East Team (KSS) and the Social Care Directors), to ensure relevance to commissioners and ensure their support of the topic.

3. Requesting advice:

- I. The topic sponsor should in the first instance discuss the topic with the South East Clinical Senate Chair (KSS), (or an appointed deputy in their absence), arranged through the South East Clinical Senate (KSS) office (contact details below). If the Chair agrees that the topic meets the criteria for the South East Clinical Senate (KSS) advice (see Section 3 below), the topic sponsor will complete a formal request for advice, assisted by a member of the Support Team using a standard template (see Appendix 1). This will provide the relevant details and background information for the South East Clinical Senate (KSS) to take a considered view of the proposal.
- II. The topic will be discussed at the next meeting of the Kent Surrey Sussex Senate Council. The topic sponsor may be asked to present the request to the Council in person.
- III. If agreed as appropriate, the topic sponsor will be advised, and the topic will be introduced on to the South East Clinical Senate (KSS) work programme.

4. Formulating advice

- I. The South East Clinical Senate Council (KSS), once it has agreed to take on a topic, will oversee the setting up of an Expert Review Panel (ERP) appropriate to the topic.
- II. The Council will identify individuals, professional bodies and public and patient groups with the relevant knowledge and understanding of the topic who would be suitable to be involved in the formulation of advice and will invite them to be part an ERP. A minimum and/or maximum number of members will not be prescribed. Membership will be appropriate to the topic, dependent on the expertise and availability of members and taking declaration of interests into account. The ERP will be chaired either by the KSS Senate Council Chair or a Chair agreed by the KSS Senate Council Chair.
- III. Terms of reference for the production of advice on the selected topic, including the process through which advice will be formulated and the timescale for completion and publication of the advice will be agreed with the topic sponsor.
- IV. The South East Clinical Senate (KSS) advice and recommendations will normally be presented to the commissioners as a written report which will include: background, the terms of reference for the ERP, agreed with the lead commissioner; the supporting evidence reviewed and used; the extent of engagement with health and care professionals, relevant patient, public and third sector representatives and the

recommendations and conclusions. Where indicated, presentation of advice other than as a written report will be agreed with the sponsor as part of the terms of reference.

- V. The South East Clinical Senate (KSS) has no executive authority or legal obligations (i.e. it is non-statutory). The Clinical Senate will issue advice and recommendations for consideration and implementation as decided by commissioners and other statutory organisations. The Clinical Senate will request feedback from commissioners as to how its advice was subsequently used in their decision-making processes.

The South East Clinical Senate (KSS) office is run by the South East Clinical Senate (KSS) support team (NHS England and Improvement employees) who will manage the business support processes for the Clinical Senates including the mechanisms for issuing the Council's advice on selected topics.

5. Criteria used to determine which topics the South East Clinical Senate (KSS) will consider

Topics will be considered by the South East Clinical Senate (KSS) if all of the following five criteria are met:

- I. The topic on which advice is sought relates to the area of the South East (Kent Surrey Sussex).
- II. The topic is an important regional issue involving a substantial scale of change across a county or the South East (KSS). It is unlikely the Clinical Senate would consider single condition issues that are best addressed via the Operational Delivery Networks or SE Clinical Delivery and Networks (KSS).
- III. Addressing the topic is expected to have a positive impact on quality of care and patient outcomes;
- IV. The topic is not subject to other ongoing advisory or scrutiny processes i.e. the South East Clinical Senate (KSS) are not being asked to give advice on the topic in parallel to these processes; and,
- V. Commissioners believe that the independent clinical review provided by the Clinical Senate would add value compared to other available processes.

Further to the above essential criteria, topics may be considered suitable by commissioners if:

- The topic is considered contentious and a respected, independent strategic clinical view will assist in discussing the topic with the public and other stakeholders (e.g. proposals for service change);
- Decisions on the topic are likely to have wider implications for other services or other areas of the South East (KSS) e.g. where consistency of service delivery is considered important.

The South East Clinical Senate (KSS) would not consider the following:

- Topics considered within the preceding year where a strategic decision was made, such as following a National Clinical Assessment Team (NCAT) review.
- Topics which do not have commissioner sponsorship or support.
- Topics which do not have appropriate evidence or justification for taking forward.

6. Information required for consideration of a topic

In order for the South East Clinical Senate (KSS) to be able to consider an application for advice and ensure that it brings the right experts to the expert review group if the topic is approved, the topic sponsor will be required to provide background and supporting information.

A template has been developed to facilitate this – see Appendix 1. The completed template should be sent to the Clinical Senate Manager, email aliparsons@nhs.net.

7. The South East Clinical Senate (KSS) office support

The Clinical Senate office will keep the topic sponsor informed of progress and commits to:

- Confirming receipt of the application and confirmation of date of the South East Clinical Senate (KSS) consideration.
- Advising of the outcome of the South East Clinical Senate (KSS) topic consideration.
- Advising of the chair and members of the expert review panel considering the topic.
- Agreeing terms of reference, and timeline, for the topic.
- Advising of meeting dates, expected methodology and approach.
- Providing progress reports on a confidential basis.
- Agreeing with the topic sponsor the date of publication of advice.

Appendix 1

Template for Requesting Clinical Senate (KSS) Advice

(A Template for internal use to support the discussions with potential topic sponsors)

Topic sponsor's name, role, organisation and contact detail
Summary of the topic or issue requiring advice
Rationale for advice request i.e. what is the issue, what will it address, what is its importance and breadth of interest and to whom?
What is the scope of the topic - what is the question to be addressed?
How does the topic meet each of the criteria?
What will be the benefits of the intended advice? <ul style="list-style-type: none">• How will it provide improvements?• To whom?• What are the specific service improvement/s and/or quality and financial benefits?
What is the intended use and potential impacts of the advice? <ul style="list-style-type: none">• Who will be the end user/s of advice?• How it will be implemented/applied?

- Which other groups (individuals, professional bodies, agencies, other NHS etc.) will the advice will impact upon and how?
- What is the expected financial impact and on whom?

Explanation of current position, and detail of topic including:

- Background
- Key people and organisations already involved, including any public involvement
- Detail of any previous or current challenges made
- Include relevant data and supporting information

Expected methodology to be applied in the formulation of the advice

Date the South East Clinical Senate (KSS) report required by (and where the advice is intended to be formally considered)

If you would like to discuss the completion of any part of this template with the Clinical Senate Chair or Manager please contact aliparsons@nhs.net