

## Terms of Reference

<b>Meeting</b>	<b>Herefordshire and Worcestershire Ethics Forum (COVID-19)</b>
<b>Date Agreed</b>	<b>3<sup>rd</sup> April 2020 by Martin Lee, Chair of H&amp;W Clinical Leadership forum</b>
<b>Chair</b>	Professor Tamar Thompson – H&W CCG Lay member
<b>Purpose</b>	<p>A H&amp;W system ethics forum operating during the COVID-19 response, to review and consider the ethical implications of <b>national guidance</b> regarding the response to COVID 19, and to ensure local implementation:</p> <ul style="list-style-type: none"> <li>• Provides an objective review of decision-making frameworks for clinicians, that optimises the clinical effectiveness of our available resources, to optimise individual and population outcomes</li> <li>• Is undertaken with full understanding of ethical considerations – recognising provider ethics committees’ establishment for effective decision making</li> <li>• Is undertaken with an understanding of associated risks, with clear recommendations on how the system, organisations and individual practitioners can mitigate those risks</li> </ul> <p><i>The provider Trusts have their own ethical committees specifically related to COVID-19 to make time critical patient decisions around treatment.</i></p>
<b>Key responsibilities</b>	<p>The key responsibilities of the ethics forum are:</p> <ul style="list-style-type: none"> <li>• To ensure H and W STP commissioning policies, clinical policies and practices relating to the COVID-19 response:             <ol style="list-style-type: none"> <li>1. Are undertaken within an appropriate ethical framework</li> <li>2. Optimise the population benefit from available resources</li> <li>3. Ensure equity and fairness in access to care and services</li> </ol> </li> <li>• To ensure that these policies and practices support organisations and individual clinicians with appropriate and objective decision-making frameworks at population and patient level</li> <li>• To collate and scrutinise decisions and underlying rationale ensuring this fits with the ethical framework</li> <li>• To act as an efficient and effective mechanism to share learning and implementation of best practice across the H&amp;W system</li> </ul>
<b>Decision making</b>	<ul style="list-style-type: none"> <li>• All members are senior officers of health and care partners in H&amp;W and with this bring the authority to provide a clear view from and commit to taking action on behalf of their organisation.</li> <li>• Forum members will work collaboratively to reach consensus where a decision is required</li> </ul>
<b>Membership</b>	<p>All members have equal standing and are required to attend each meeting. In their absence they are to nominate a constant deputy with appropriate authority. Additional attendance is invited for specific clinical topics.</p> <p>H&amp;W CCG</p> <ul style="list-style-type: none"> <li>• Lay chair</li> <li>• Director of integration and STP Programme Director (SRO)</li> <li>• Interim medical director (Quality and assurance)</li> <li>• Secondary care clinician</li> </ul>

	<ul style="list-style-type: none"> <li>• Chief nursing officer</li> </ul> <p>H&amp;W Providers</p> <ul style="list-style-type: none"> <li>• Medical Director – Wye Valley NHS Trust</li> <li>• Medical director – Worcestershire Acute Hospitals NHS Trust</li> <li>• Medical Director – Worcestershire Health and Care NHS Trust</li> <li>• GP Provider Board representative</li> <li>• Non-executive director - Deputy Chair WAHT</li> <li>• Non-executive director - Chair of ethics forum</li> </ul> <p>System partners</p> <ul style="list-style-type: none"> <li>• Faith Leader/Chaplain – On behalf of H&amp;W provider chaplains</li> <li>• Public health</li> <li>• Hospices / End of life representative</li> </ul> <p>Contribution as required</p> <ul style="list-style-type: none"> <li>• Medical consultants with Ethics MA – Worcestershire Acute Hospitals NHS Trust</li> </ul> <p><b>Quoracy</b></p> <ul style="list-style-type: none"> <li>• Executive level clinical representation from H&amp;W CCG and all H&amp;W Providers</li> <li>• 2 lay or non-executive members</li> </ul>
<p><b>Relationships with other committees &amp; reporting</b></p>	<p><b>Relationships with other forums</b></p> <ul style="list-style-type: none"> <li>• There will be a direct relationship with the provider ethics / clinical committees</li> <li>• There will be a timely link into regional and national structures as required</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Into Clinical Leadership forum through to ICS Executive forum</li> <li>• The minutes and actions log will be shared with the H&amp;W CCG Clinical commissioning and executive committee</li> </ul>
<p><b>Frequency and structure</b></p>	<p><b>Frequency and structure:</b></p> <ul style="list-style-type: none"> <li>• Meetings will be held at a required frequency from the 1<sup>st</sup> of April 2020</li> <li>• Meetings will be held via video or teleconference using Microsoft Teams</li> <li>• Papers will be circulated atleast 2 working days before the meeting</li> </ul>
<p><b>Review of ToR</b></p>	<ul style="list-style-type: none"> <li>• The authority to approve and amend the ToR sits with the H&amp;W clinical leadership forum</li> <li>• ToR to be formally reviewed every 3 months</li> </ul>

**Version Control:**

Version Number/Date produced	Date	Brief Summary of Changes	Circulated to
0.1	31.03.2020	Drafted from initial discussions held	Chair and SRO's
0.2	31.03.2020	Updated with amendments from ATS	H&W Ethics forum
0.3	03.04.2020	Updates from HW IC 01.04.2020: <ul style="list-style-type: none"> <li>• Single SRO for committee – ATS</li> <li>• NED for WVT added to membership</li> <li>• Medics with ethic MA added as contributors</li> <li>• Link to regional and national work</li> <li>• Frequency flexible</li> <li>• Review of ToR to be 3 monthly</li> </ul>	ML, ATS, TT, CM
1.0	03.04.2020	Final ToR approved by TT and ML on behalf of the CLF	H&W Ethics forum members
2.0	06.04.2020	Renamed from committee to forum due joint CCG and provider membership	H&W Ethics forum members