

Improving Hospital Gynaecology and Maternity Services in Liverpool

Brief for Community Engagement activity

During autumn 2024, NHS Cheshire and Merseyside is planning a period of public engagement on hospital gynaecology and maternity services in Liverpool.

We would like to invite VCFSE organisations to work with us on this engagement. This document provides more information about what's required, and how to submit a proposal.

The information contained within this brief – and in any accompanying documents – is supplied on the basis that it is treated as strictly confidential, and that it is only used for the purpose of preparing a proposal.

Background information

The NHS is looking at how to improve hospital gynaecology and maternity services in Liverpool.

Currently, most of these services are provided from Liverpool Women's Hospital, which means that they are separate from other adult hospital services. This arrangement presents significant clinical risks and challenges when providing care to women and their families.

The NHS is committed to finding a long-term solution that will improve the quality and safety of hospital maternity and gynaecology services, giving patients the care they need and deserve, wherever they are being treated.

This work is being led by NHS Cheshire and Merseyside, working closely with NHS trusts in Liverpool. You can find more information about this on the [NHS Cheshire and Merseyside website](#).

Although some of these issues have been discussed before, this is a new piece of work, focussing on the situation as it currently stands. It's important to stress that at this stage, no decisions about how services might look in the future have been made.

At the beginning of October, NHS Cheshire and Merseyside published a clinical case for change, outlining the risks and challenges impacting on gynaecology and maternity services. Shortly after this, we plan to launch a six-week public engagement, running from 15 October to 26 November 2024, so that people can share their views.

Public engagement will be intended to give people an opportunity to respond to the case for change and share their own experiences of services. All feedback provided will be analysed and published as a report, which will be used to help inform future planning.

Engagement requirements

NHS Cheshire and Merseyside would like to work with organisations who can facilitate direct engagement with their communities.

We are inviting VCFSE organisations to make a proposal for working with a specific group or community to communicate details of the case for change and gather feedback/views from participants.

We will provide engagement materials which explain the key issues, but we would like organisations to engage on these themes using methods and channels that are most accessible and relevant to the communities they work with.

We are developing a questionnaire to support the engagement – this will be available online and as a printed version – and ideally your activity should allow completion of this questionnaire. The completion of the survey can be facilitated by your organisation in any way that is appropriate to your community members. We can arrange for materials to be translated.

The questionnaire will include questions designed to gauge people's understanding of the case for change, their support for the case for change and any experiences that individuals (or families and carers) might have had in accessing services. There will also be an equalities monitoring section.

We understand that sometimes completion of a questionnaire may not be possible for all. If you would prefer to hold singular or group conversations with your community, please explain the reasons for this in your proposal. Please note that there is a tight schedule to return the report about your activity to NHS Cheshire and Merseyside.

Reporting

NHS Cheshire and Merseyside will require you to submit a report summarising activity and feedback, once your engagement has been completed. This will cover who you spoke to and how those conversations took place, any feedback from participants that you felt was not captured on questionnaire submissions, unexpected learnings for your organisation, how you intend to share the report from the wider engagement with your community when published, and a brief financial breakdown of how the funding was spent.

How to submit a proposal

Proposals should be sent to engagement@cheshireandmerseyside.nhs.uk and use the format at the end of this document.

Your proposal should include the following:

- community or communities that you will be engaging with
- any translation requirements
- how you will promote your engagement
- the way you intend to carry out your engagement – face to face, online, within existing groups etc.
- the total number of people you expect to engage with
- total number of questionnaires you can complete or the method you will gather feedback
- outline of costs

Communities of interest

Hospital gynaecology and maternity services in Liverpool are mainly used by people who live in Liverpool, Sefton and Knowsley, although some specialist services are used by people across Cheshire and Merseyside. We are interested in hearing both from those who have had experience of hospital gynaecology and maternity services, whether as patients, carers or family members, and those who haven't. We also particularly wish to reach people who are less likely to engage in NHS processes and those who are more likely to experience health inequalities.

Budget and eligible costs for delivery of the engagement

We have a total budget of up to £25,000 for all activity in this part of the engagement, across all organisations participating. Each organisation can bid for a maximum of £5,000.

Eligible costs will include:

- Staff time: For understanding the engagement task, designing and carrying out the engagement, writing a report/presenting feedback and demographics of participants to NHS Cheshire and Merseyside.
- Other costs associated with the engagement activity such as printing/photocopying, room hire, participant expenses/alternative, volunteer expenses and training, refreshments, childcare or other carer support costs, appropriate support for participants in responding to issues arising in the engagement, equipment etc.
- Contribution to management and overhead costs up to a maximum of 10% of the value of the overall cost.

On the proposal form please indicate if you will need information in alternative formats/languages or if you are offering to do this as part of your proposal and we will assess the overall need as part of this process and decide the best approach with you.

Timelines for delivery of the engagement

All engagement activity will need to take place between 15th October to 26th November 2024. You can carry out your activity at any time during this period. The deadlines for reporting are in the table below. Please only make a proposal if you are able to commit to these deadlines.

Activity	Date
Organisations submit proposals	Mid day 18 th October 2024
Successful and unsuccessful organisations are informed	21 st October 2024
Briefing session – Online, over MS Teams	1pm 23 rd October 2024
Engagement activity must take place between	24 th October – 26 th November
Reports submitted to NHS Cheshire and Merseyside	3 rd December 2024
NHS Cheshire and Merseyside will feedback the outcome of engagement to participating organisations	January 2025
Organisations to feedback to their communities the outcome of the overall engagement and how the engagement has shaped plans	January 2025



Cheshire and Merseyside

Improving Hospital Gynaecology and Maternity Services in Liverpool October 2024

Application for VCSE funding – applications should be sent to engagement@cheshireandmerseyside.nhs.uk by noon 18th October 2024.

Organisation name and address	
Does your organisation have any internet presence? Social media pages, website etc.	
Project Lead name	
Project lead email address	
Project lead telephone number	
Confirm that you will be able to attend a Teams meeting on 23rd October at 1pm	
Tell us a little bit about the community or communities that you will be engaging with:	
Do your communities have any translation requirements? Please explain what these are:	
How will you promote your engagement?	
Tell us the way you intend to carry out your engagement – face to face, online, within existing groups etc:	
Approximately what is the total number of people you expect to engage with? How will this translate into total number of questionnaires completed by individuals or in numbers of informal conversations, focus groups or other methods to suit your community?	
Please give us an outline of costs and the total grant that you are applying for.	