



NATIONAL AUDIT FOR CARE AT THE END OF LIFE (NACEL)

NACEL STEERING GROUP – TERMS OF REFERENCE

Version: 2.0

Date: October 2026

Purpose	The role of the NACEL Steering Group is to advise the NACEL Project Team around specific aspects of the audit project and to provide assurance of their decisions and outputs. The steering group will consider clinical issues in detail and provide valuable insight into related regional and national activity in order that the project team can consider and align (where possible) with other health initiatives.
Responsibilities	• Advise on the audit's scope and related outputs (Bereavement Survey etc.). • Reflect on audit methodology and design, inclusion and exclusion criteria and re-assess the scope through the audit's lifetime. • Review dataset developments. Recommend indicators and metrics that consider equity of care. • Help to identify and prioritise audit questions. • Investigate other relevant national clinical datasets to inform the audit's scope. • Provide expertise on interpretation and reporting of the audit data and findings, including reviewing and feeding back on annual, short and other ad-hoc reports, statistics, analyses and publications. • Inform the NACEL Project Team about relevant national initiatives and evolving clinical evidence, making recommendations to improve the audit and on how the audit can be used for improving patient care. • Feed into the audit's Quality Improvement plan. • Support audit communication with professional and lay groups, including dissemination of the audit findings and publicising the results among patients, professionals and other stakeholders. • Champion effective and impactful communication with professional and lay groups and represent their views and interests. • Champion equality, diversity and inclusion agenda to inform equitable care for all. • Consult and take into account the views of patients and bereaved carers on the audit scope and related outputs. • Disseminate the audit's findings and publicise its results to patients, professionals and other stakeholders.
Membership	Ashford and St Peter's NHS Foundation Trust 1. Dr Joseph Hawkins, Consultant in Palliative Medicine & Ashford and St Peter's Clinical End of Life Lead Association for Palliative Medicine 2. Professor John Ellershaw, Professor of Palliative Medicine/Director of the Palliative Care Institute, University of Liverpool (Chair) Association of Supportive and Palliative Care Pharmacy 3. Dr Andrew Dickman, Consultant Pharmacist – Palliative Care British Geriatrics Society 4. Dr Helen Milbourn, Consultant Geriatrician/BGS End of Life Care SIG, British Geriatrics Society



	Care Quality Commission 5. Carolyn Jenkinson, Deputy Director, Secondary and Specialist Healthcare 6. Amanda Williams, Deputy Director, Primary and Community Care College of Healthcare Chaplains 7. Gary Windon, Pastoral Care Chaplain – Wrexham Maelor Hospital Community Hospitals Association 8. Clare Liggins, Advanced Clinical Practitioner - Dorset Healthcare NHS Foundation Trust East Lancashire Hospitals NHS Trust 9. Dr Alison Thorpe, Palliative Medicine Consultant & Clinical Lead for End of Life Equitable Care 10. Dr Sabrina Bajwah, Consultant in Palliative Medicine - King's College Hospital NHS Foundation Trust Health and Community Services Jersey 11. Dr James Grose, Palliative Care Consultant and Chair of the End-of-Life Care Partnership - Jersey Healthcare Quality Improvement Partnership 12. Drew Smith, Associate Director, Quality & Improvement 13. Catherine Gallagher, Project Manager Hospice UK 14. Julia Russell, Senior Clinical and Quality Improvement Manager Integrated Care Boards 15. Zoe Woods, NHS Buckinghamshire - Oxfordshire and Berkshire West ICB Large, Acute Hospitals 16. Dr Sarah Cox, Consultant in Palliative Medicine LGBTQ+ Diversity and Inclusion 17. Kristy Clayton, Senior Programme Manager of the NHS England Midlands Palliative and End of Life Care Strategic Clinical Network Macmillan Cancer Support 18. Adrienne Betteley, Strategic Adviser for Cancer Care Marie Curie Cancer Care 19. Dr Sarah Holmes, Medical Director, Marie Curie - UK London North West University Healthcare NHS Trust and Central London Community Healthcare NHS Trust 20. Dr Charles Daniels, Macmillan Consultant in Palliative Medicine & Medical Director
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	NACEL Clinical Leadership Team 21. Dr Mary Miller, Clinical Lead/Consultant in Palliative Medicine and End of Life Care Lead - Oxford University Hospitals 22. Dr Rosie Bronnert, Quality Improvement Clinical Advisor/Consultant in Palliative Medicine - University Hospitals of Leicester NHS Trust 23. Jessica Moss, Quality Improvement Lead, NHS Benchmarking Network National Nurse Consultants Group (Palliative Care) 24. Sally Convery, Nurse Consultant for Palliative and End of Life Care - Public Health Agency 25. Lucie Rudd, Consultant Nurse Palliative Care and Joint End of Life Care Clinical Lead - East Kent Hospitals University NHS Foundation Trust NHS Benchmarking Network 26. Jessica Walsh, Head of Clinical Audit Programme 27. Joylin Brockett, NACEL Senior Project Manager 28. Giovanni Zapata, MPH, Project Coordinator 29. Kaitlyn Biggs, Project Manager NHS England 30. Dr Sarah Mitchell, National Clinical Director - Palliative and End of Life Care NHS Wales 31. TBD 32. Amy Jordan, National Programmes Bereavement Programme Lead NICE 33. Louisa Regan, Implementation Support Manager Northern Ireland Public Health Agency 34. Sally Convery, Nurse Consultant for Palliative and End of Life Care - Public Health Agency Research/Academic Interest 35. Dr Catriona Mayland, Consultant in Palliative Medicine and Senior Clinical Research Fellow - University of Sheffield Royal College of Anaesthetists/Faculty of Intensive Care Medicine 36. Dr Alison Ingham, Regional Clinical Lead for Organ Donation (North West)/Consultant in Anaesthesia and Intensive Care Medicine Royal College of General Practitioners 37. Dr Catherine Millington-Sanders, General Practitioner Royal College of Nursing 38. TBD Royal College of Physicians 39. TBD
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	Society for Acute Medicine (SAM) 40. Dr John Donaghy, Consultant in Acute Medicine St Christopher's Hospice 41. Dr Joy Ross, Consultant in Palliative Medicine Sue Ryder 42. Dr Annabel Borthwick, Consultant in Palliative Medicine Welsh Government 43. Gareth Hewitt, Head of Clinical Conditions and Pathways Members have the ability to co-opt into the NACEL Steering Group, to encourage expertise and experience within the group membership. Membership is to be approved by the NHS Benchmarking Network delivery team, prior to an invitation being extended.
Attendance	• It is expected that members will attend a minimum of 75% of virtual meetings per year. A schedule of attendance will be maintained by the NACEL Project Manager. • Membership will be reviewed every two years. • Change in representation will be notified to the chair. • A quorum of half of the members will be required to hold the meeting.
Frequency of meetings	The NACEL Steering Group shall decide the frequency of meetings beyond the initial planning stages, when the requirement to meet may be less. There will be an average of 3 virtual meetings a year, roughly 2 hours long. The frequency and timing of meetings will vary depending upon clinical topic and stage of the project, and advice may be sought from members virtually between meetings.
Reporting	The minutes shall be formally recorded. Reports on the progress of the audit will be provided as requested to HQIP. It will be the responsibility of each member of this group to report back to their host organisation as appropriate.