

The cost of the review, to include Reviewer fees, expenses, administrative fee, QA, production and follow up of the report, will be **I&S** plus VAT at the current rate. I have also attached a Deed of Indemnity which has been drawn up with regard to the various parties involved. On the understanding that this is acceptable to you, I should be grateful if you would sign two copies, have them witnessed, and return both copies to me in hard copy as soon as possible. This must be before the visit takes place. We will arrange for the forms to be signed by the Reviewers and a copy duly signed by all parties will be sent to you in due course.

In addition to completion of the Deed of Indemnity, there are some general conditions that we require for the review to proceed. These are set out in our “Guide to invited reviews” (www.rcpch.ac.uk/invitedreviews) and reiterated below

1. All of those involved – Chief Executive, managers, clinical staff and other relevant key players in the organisation - should agree to the review taking place.
2. The organisation must cooperate fully with the College and the Review Team in preparing for the visit, in particular by agreeing the terms of reference for the review, the key people to be interviewed, as well as providing the Reviewers with any additional information which they request. If the essential information is not provided in good time, the review visit may need to be postponed and the costs of the review may need to increase in accordance with point 6 below.
3. Within the requirements of confidentiality in accordance with the Data Protection Act 1998 and NHS Code of Confidentiality, the review must proceed in an open manner, enabling discussions by the review team with all parties involved.
4. The final review report should be made available to those involved in the review.
5. RCPCH reserves the right in exceptional circumstances to notify the regulatory and/or commissioning authorities of its findings if any serious issues relating to safety or probity emerge during the review. This direct approach would only be used if, following discussion with the organisation, RCPCH's Invited Review Programme Board is not satisfied that effective measures have swiftly been put in place to address the issues. The organisation would be fully informed of the College's intentions and would be expected to make the notifications themselves.
6. The fee outlined above must be met by the organisation, prior to release of the final report. Any activity over and above the element itemised below will be charged to the trust at a rate of **I&S** per day (2PAs) plus expenses, disbursements and VAT if applicable.
7. If for any reason you need to cancel or postpone the review within a month of the visit date we reserve the right to charge for any unrecoverable costs (e.g. rail fares, hotel deposits, preparation time).