

**Meeting of the PCCS Working Group held on Friday
1 March 2013 at 12.30 pm in the 5th Floor Meeting Room,
HSC Board Headquarters, Linenhall Street, Belfast**

Present:	Dean Sullivan (Chair)	HSC Board
	Teresa Magirr	HSC Board
	Lee McArdle	HSC Board
	Denise Boulter	Public Health Agency
	Dr Frank Casey	Belfast Trust
	Dr Brian Armstrong	Belfast Trust
	Maeve Hully	Patient and Client Council
	Sarah Quinlan	Children's Heartbeat Trust
	Julie Greenaway	Children's Heartbeat Trust
	Irwyn McKibbin	Heartbeat NI
	Clare Caulfield	Heartbeat NI

Observers:	Jackie Johnston	DHSSPS
	Dr Heather Livingstone	DHSSPS
	Nadine McGaffin	Patient Rep
	Karena McErlean	Parent
	Joanne Clifford	Parent
	Gerald Clifford	Parent

Item: **Action**

1. **Apologies**

Dr Miriam McCarthy, Public Health Agency
Philip Moore, HSC Board
Dr Nigel Campbell, SELCG / Primary Care
Pat Cullen, Public Health Agency
Dr Damien Armstrong, Western Trust
Dr David McManus, NIAS

2. **Minutes of Previous Meeting held on Friday 15
February 2013**

The minutes of the meeting were agreed as an accurate record.

3. Matters Arising

The presentation from the last meeting on the separate transfer work was circulated with the papers from the meeting.

There were no other matters arising from the minutes.

4. Update on current position and proposed next steps

Dean Sullivan presented an update on the current position and set out proposed next steps for discussion by the Working Group. It was noted that it was not the intention to have agreement or sign off on the information presented at the meeting today, rather the intention was to get confirmation of whether the proposed next steps represented a reasonable and appropriate direction of travel.

It was noted that the post consultation document was submitted to DHSSPS on 14 February 2013. The document sets out the service specification, identifies 8 options, outlines 7 criteria and the associated weightings.

The Working Group is now expected to be required to assess the options against each of the criteria and identify a preferred option for submission to the Minister.

Without prejudice to the Minister's consideration of the content of the post consultation document submitted to the DHSSPS, the following assumptions were suggested for use when assessing the proposed options:

- Each option to be scored against each of the seven criteria
- A preferred option would need to meet all criteria or be able to meet all criteria within a reasonable timeframe
- Component parts of each option should not be

scored separately i.e. for options where the service model is provided across more than one centre

- Scores to be multiplied by the relevant weighting to calculate total marks awarded to each option.

With regard to scoring of each criterion against each option it was suggested that scores are awarded as 2,1,0 with:

- 2 = criterion currently fully achieved
- 1 = criterion currently not fully achieved but could reasonably be expected to be fully achieved within acceptable timescale
- 0 = criterion currently not fully achieved and cannot reasonably be expected to be fully achieved within acceptable timescale.

Dean Sullivan presented the suggested detail on how each of the criteria would be assessed against the proposed scoring above.

Working Group members did not raise any material issues in respect of the proposed scoring framework.

In terms of next steps, it is hoped that a response from the Minister will be received in advance of the next meeting. It was proposed that the application of the scoring process utilising the proposed scoring framework would be taken forward over the coming weeks. A first draft of this will be presented at the next meeting on Friday, 8 March for discussion.

In advance of this meeting, it was agreed that the Board would circulate a draft template to allow all Working Group members to consider and populate the template to facilitate the discussion at the meeting.

Dean Sullivan noted the intention that this is an iterative process and that the information will be presented for discussion next week. As outlined earlier the process will be subject to confirmation by the Minister on the proposed framework.

Sarah Quinlan asked whether papers would be circulated in advance of meeting where possible. Dean Sullivan advised that this would continue to be the case and noted more generally that the development of all papers by the Working Group would continue to be an interactive process with all members being given the opportunity to comment on document drafts as they are developed.

5. Any other business

5.1 Transfer Work

Dr Casey referred to the proposal to increase the paediatric road transfer cover to 24/7 and the proposal to increase the neonatal road transfer service to 12 hours per day, seven days per week.

Ms Magirr advised that a protocol will be in place for those occasions when a neonatal transfer needs to take place outside the hours that that element of the road transfer service is not covered.

Dean Sullivan highlighted that an analysis of the neonatal road activity has taken place as part of the transfer work and that it was the view of the Project Team that the extension of the service to 12 hours per day was appropriate and would address the vast majority of demand. He further noted that robust additional arrangements would need to be in place to effect any emergency neonatal transfers required out of hours.

6. Date of next meeting

The next meeting of the Working Group will be held on Friday, 8 March 2013 in the 5th floor meeting room, HSC Board Headquarters. **Please note that this meeting will commence at 1pm.**