

**2<sup>nd</sup> Meeting of the PCCS Working Group held on  
Friday 17 August 2012 at 12 noon in the  
5<sup>th</sup> Floor Meeting Room, HSC Board Headquarters,  
Linenhall Street, Belfast**

<b>Present:</b>	Dean Sullivan (Chair)	HSC Board
	Teresa Magirr	HSC Board
	Philip Moore	HSC Board
	Dr Nigel Campbell	Primary Care/SE LCG
	Dr Miriam McCarthy	Public Health Agency
	Eleanor Ross	Public Health Agency
	Dr Brian Armstrong	Belfast Trust
	Dr Frank Casey	Belfast Trust
	Lynne Charlton	Belfast Trust
	Sarah Quinlan	Children's Heartbeat Trust
	Julie Greenaway	Parent Representative
	Irwyn McKibbin	Heartbeat NI
	Clare Caulfield	Parent Representative
	Dr David McManus	NIAS Trust
<b>Observers:</b>	Tom Robinson	DHSSPS
	Dr Rhiannon Killingbeck	Public Health Agency
	Dr Gillian Armstrong	Public Health Agency
	Samantha Marshall	Parent Representative
	Claire Ball	Parent Representative

**Item**

**Action**

**1. Apologies**

Pat Cullen, Public Health Agency  
Dr Damien Armstrong, Western Trust  
Maeve Hully, Patient and Client Council  
Alastair Graham, Belfast Trust  
Dr Steve Robinson, Belfast Trust  
Rosie Byrne, Belfast Trust  
Margaret Rose McNaughton, DHSSPS

**2. Notes of the previous meeting**

The notes of the previous meeting were agreed as an accurate record.

### **3. Matters Arising**

#### **3.1 Membership of Working Group**

Further to discussion at the last meeting both parent groups confirmed agreement to the proposal for two representatives from each group.

Dean Sullivan proposed that membership of the group be extended to include primary care and communication representation. It was agreed that Dr Nigel Campbell and Philip Moore would join the group as formal members.

#### **3.2 Board Website**

The group was advised that a link to a PCCS section was being added to the homepage of the HSC Board website. The PCCS section will include a copy of the report and associated documents including the Ministerial statement.

Final versions of the documents produced by the working group and agendas and minutes of the meetings will be added to the webpage.

#### **3.3 Safe and Sustainable standards**

The Board confirmed that in respect of the development of Safe and Sustainable standards in 2008, there is no evidence of the HSC Board or DHSSPS being directly invited to participate.

#### **3.4 Terms of Reference**

A copy of the latest draft of the Working Group Terms of Reference was circulated with the papers for the meeting. Following detailed discussion, one final amendment was made to the document to reflect that although the focus of the group is on paediatric services, the Working Group will also consider carefully the implications of options on other services. In particular congenital cardiac services for older children and adults and also other paediatric

and cardiac services. The revised version of the document was agreed.

A copy of final version of the Terms of Reference document with the agreed amendment will be circulated to the group.

HSC Board

### **3.5 Belfast Trust comments on clinical requirements**

Dr Frank Casey advised that a number of key clinical colleagues were currently on leave and asked that this issue be deferred for discussion at the next meeting with a paper to be shared with the Working Group in advance.

## **4. Documents for consideration**

### **4.1 Project Initiation Document (PID)**

There were no immediate comments raised by members in respect of the above document. It was agreed that a revised version to include the agreed change to the Terms of Reference would be circulated to the group after the meeting. Any final comments should be forwarded to Paul Cunningham by 12 noon on Tuesday 21 August 2012.

Group members

### **4.2 Service Specification**

A number of minor amendments to the Service Specification document were suggested at the meeting. However, members requested the opportunity to review the document in more detail, given its importance as the basis against which future services would be commissioned.

In this context it was agreed that a revised version with the initial suggested changes would be issued after the meeting to all members of the group and that any further comments would be forwarded to Paul Cunningham by 5pm on Thursday 23 August 2012.

Group members

### **4.3 Assessment Criteria**

It was noted that the Children's Heartbeat Trust had forwarded a briefing document to the Board outlining views on the parent and family criteria that should be included.

The group were given the opportunity to discuss the proposed assessment criteria and weightings in more detail and some amendments were agreed. In particular, it was agreed that the wording of criteria 4 and 5 would be amended and that the weighting of criterion 3 would be increased from 20 to 30.

The revised criteria with the agreed changes will be issued after the meeting to all members of the group and any further comments should be forwarded to Paul Cunningham by 12 noon on Tuesday 21 August 2012.

Group members

### **4.4 Generic Options**

A document setting out five generic options for the provision of paediatric cardiac surgery and interventional cardiology was circulated with the papers for the meeting.

It was agreed that a sixth option (commissioning of services from providers in Belfast, Dublin and GB) should be included.

The revised generic options paper with the agreed change will be issued after the meeting to all members of the group and any further comments should be forwarded to Paul Cunningham by 12 noon on Tuesday 21 August 2012.

Group members

### **5. Next Steps**

Dean Sullivan advised that the Board and PHA are planning to table the first draft of the consultation paper at the next meeting. This will include the assessment criteria and generic options that have been discussed at today's meeting. The service specification will also be included although as

comments are only due by close of play on Thursday 23 August, the latest draft will be included. The draft consultation paper will be circulated to all group members by lunchtime on Thursday 23 August at the latest.

HSC Board

It was noted that the focus of the group to date has been on developing the necessary products to allow the consultation paper to be prepared. The Board flagged up that there would be a need during the consultation period to begin to gather information from potential providers. This is likely to include visits to potential providers during October or early November. It is the intention that parents and other members of the Working Group will be included on the visits.

It was agreed that matter this would be discussed further at the meeting on 31 August 2012. It was suggested that the first point of contact with potential providers would be by letter outlining the remit of the Working Group and the proposed way forward.

## **6. Any other business**

### **6.1 Declaration of Interests**

Further to the section 8 of the Project Initiation Document (Organisational Arrangements), Dean Sullivan asked that members identify any potential conflicts of interests relevant to membership of the working group.

- Dr Miriam McCarthy referred to a recent invite to sit as a Trustee of a children's charity – Hope for Youth
- Irwyn McKibbin advised of being a trustee of the Children's Heart Federation in England

All other members of the group present advised of no perceived conflicts of interest.

### **6.2 Current service provision for children in Belfast Trust.**

In response to a query from Sarah Quinlan, Belfast

Trust confirmed that any decision on the transfer of paediatric cardiac surgery from the RVH to RBHSC had been deferred pending the outcome of the consultation process and subsequent Ministerial decision in early 2013.

### **6.3 Retrieval/Transport services**

Members stressed the importance of timely retrieval for emergency and urgent transfers within clinically indicated timescales and consistent with standards set out by the *Safe and Sustainable* team.

Dr Casey highlighted his view that there are safety risks involved in air transport of critically ill patients and emphasised the importance of having a land transfer option for those needing emergency treatment.

The Board advised that the separate piece of work requested by the Minister would commence shortly. It was acknowledged that although this was a separate process it was closely linked to the work of this group and that the process would draw on the expertise and experience from relevant group members. Regular updates will be provided to the Working Group.

HSC Board

It was agreed that the first update would be provided in September after the group has finalised the consultation paper.

### **7. Date of next meeting**

The next meeting will be held on Friday 24 August 2012 between 12 noon and 2pm. The venue for the meeting will be the 5<sup>th</sup> Floor Meeting Room, HSC Board headquarters, Linenhall Street, Belfast.