

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

Present:	Dean Sullivan (Chair)	HSC Board
	Sally Kelly	HSC Board
	Dr Nigel Campbell	Primary Care/SELCG
	Dr Miriam McCarthy	Public Health Agency
	Pat Cullen	Public Health Agency
	Dr Frank Casey	Belfast Trust
	Mr Alastair Graham	Belfast Trust
	Dr Brian Armstrong	Belfast Trust
	Sarah Quinlan	Children's Heartbeat Trust
	Julie Greenaway	Children's Heartbeat Trust
	Irwyn McKibbin	Heartbeat NI
	Clare Caulfield	Heartbeat NI
	Maeve Hully	Patient and Client Council
Observers:	John Mone	HSC Board
	Dr Heather Livingstone	DHSSPS
	Joanne Clifford	Parent
	Gerald Clifford	Parent
	Karena McErlean	Parent
	Nadine McGaffin	Parent
	Dr Terrence Logan	PHA

Item:

Action

1. Apologies

Philip Moore, HSC Board
Dr David McManus, NIAS
Rosie Byrne, Belfast Trust
Jackie Johnston, DHSSPS

2. Minutes of Previous Meetings

The minutes of the meeting held on Friday,
18 January 2013 were agreed as an accurate record.

The minutes of the meeting held on Friday, 25 January 2013 were agreed subject to paragraph two on page six being amended to read '*The Working Group agreed to the revision above in relation to the Service Specification*'.

3. Matters Arising

3.1 Patient Experience Workshop

As discussed at the last meeting, the patient experience workshop has been confirmed for Tuesday 5 February 2013 in the Dunsilly Hotel Antrim.

Dean Sullivan advised that around 20 parents have already confirmed that they will be attending the workshop.

3.2 Visit to RBHSC

Dean Sullivan suggested that the visit to RBHSC take place on a Friday during February with the Working Group meeting on that day also being held in RBHSC. It was agreed that Brian Armstrong would confirm whether Friday, 15 February 2013 would be suitable for the visit.

3.3 Belfast Trust consultation response

The representatives from Heartbeat NI referred to the consultation response from Belfast Trust and view set out in the response that future services should be provided from Dublin. Brian Armstrong advised that this view was in the context of the current parameters for service provision.

Dean Sullivan noted that the consultation template questions asked whether the proposed six options were appropriate and whether there were other options that should be considered. Respondents were not asked to suggest a preferred option as part of the consultation process. Nonetheless, it was noted that a significant proportion of the 647 consultation

responses, including the response from Belfast Trust, included reference to a preferred option.

It was agreed that references to preferred options as indicated in responses should be reflected in the post consultation document.

4. Draft Post Consultation Document

Dean Sullivan noted that the main item for discussion at the meeting was the final draft of the post consultation document and the aim was to go through the document section by section and agree any final revisions.

- Executive Summary – Dean Sullivan advised that it is the intention to finalise the executive summary section once the main body of the document was signed off.
- Section 1 (Background) – Sarah Quinlan suggested that paragraph 1.14 be amended to include in the second sentence that the statement around adverse incidents is in the context of the current service provision. The Working Group agreed to this amendment.

Belfast Trust undertook to clarify whether there were any adverse incidents that should be notified to the Board.

- Section 2 (Consultation Process) – The Working Group did not identify any changes to this section of the document.
- Section 3 (Process for analysing input to the consultation process) – The Working Group did not identify any changes to this section of the document.
- Section 4 (Summary of written responses) – Dean Sullivan noted that, further to discussion at the previous meeting, this section has been updated to

include a number of pie charts and a section on personal experience issues at paragraph 4.28 and table 17.

- Section 5 (Summary of responses from HSC organisations and individual professionals) – There was a detailed discussion with regard to paragraphs 5.11 and 5.12 in this section. Following discussion, Working Group members agreed that these paragraphs would be reordered with the comments from clinicians in Belfast Trust being presented before the comments from the Belfast Trust as an organisation. It was also agreed that the paragraphs that refer to responses from groups of clinicians would be extended to reference the specific groups.

Dr Casey indicated that he would like to take the opportunity to review this section in more detail.

Sarah Quinlan stated that it would be useful to include more detail on the comments included in tables 19 and 20 where possible.

- Section 6 (Summary of additional issues raised at public meetings and focus groups) - The Working Group did not identify any changes to this section of the document.
- Section 7 (Key issues arising from consultation process) – As agreed at the previous meeting, the key issues have been drawn out in this separate section. These key issues were discussed in some detail at the last meeting.

The Working Group agreed that the key issues set out under paragraphs 7.3 (service specification), 7.6 (options), 7.9 (criteria) and 7.12 (weightings) were an accurate reflection of the issues to be considered.

- Section 8 (Proposed changes to service specification, options and criteria/weightings) –

Following discussion on the content of section 8 of the document the following changes were agreed by the working group:

Service Specification – paragraph 8.9 final sentence to be revised to remove – ‘*with the added requirement that*’ and replace with ‘*and that*’

Paragraph 8.27 to be amended to include the number of young people 16-20 likely to require paediatric care if this information can be made available by Belfast Trust.

Options – The Working Group did not identify any changes to this section of the document.

Criteria – The Working Group agreed to amend the first bullet point under paragraph 8.38 to read – ‘*The service is deliverable and can be sustained 365 days a year*’

Weightings – The Working Group noted an error in paragraph 8.42 and the need to set out the weightings as per the consultation document.

There was detailed discussion on the proposed weightings for the revised list of criteria. In particular there was discussion on the relative weighting of accessibility and sustainability / deliverability. A number of members of the Working Group considered sustainability should have a higher weighting than accessibility. The Working Group however agreed to take account of the significant number of people who responded to the consultation suggesting an increased weighting for accessibility (166 responses). Therefore, the Working Group agreed that accessibility and sustainability / deliverability should be equally weighted.

- Section 9 (Equality considerations) – Dean Sullivan noted that equality screening and a full equality impact assessment, if required, would be

undertaken once the Working Group has identified a preferred option. In the interim, section 9 of the post consultation document seeks to set out the potential impacts on relevant Section 75 groups of each of the revised list of eight options.

This section also considers the potential impact of the options on individual's Human Rights.

Dean Sullivan referred to some amendments to this section proposed by the HSC Board equality advisors and these were included in the document during the meeting.

Sarah Quinlan referred to the need to consider whether there is a need to include any issues in respect of the UN convention on Human Rights. It was agreed that the Board would seek advice on this issue from it's equality advisors. As a minimum a reference will be included that this has been considered.

- Section 10 (Next steps) - The Working Group did not identify any changes to this section of the document.

Dean Sullivan sought and received from Working Group members their confirmation that they were in agreement with all substantive elements of the document. He advised that the changes identified to the post consultation document at the meeting would be made as tracked changes and that the document would be re-issued later this afternoon. Working Group members will have the opportunity to pick up any final points of detail by close of play on Monday, 4 February 2013.

5. Any other business

There were no other items of business raised.

6. Date of the next meeting

The next meeting of the Working Group is scheduled to take place on Friday, 8 February 2013 at 12.30 pm. The venue for the meeting will be the 5th Floor Meeting Room, HSC Board Headquarters.