

**3rd Meeting of the PCCS Working Group held on
Friday 24 August 2012 at 12 noon in the
5th Floor Meeting Room, HSC Board Headquarters,
Linenhall Street, Belfast**

Present:	Dean Sullivan (Chair)	HSC Board
	Teresa Magirr	HSC Board
	Ivan Maginnis	HSC Board
	Dr Nigel Campbell	Primary Care/SE LCG
	Dr Miriam McCarthy	Public Health Agency
	Dr Brian Armstrong	Belfast Trust
	Mr Alastair Graham	Belfast Trust
	Rosie Byrne	Belfast Trust
	Dr Frank Casey	Belfast Trust
	Sarah Quinlan	Children's Heartbeat Trust
	Julie Greenaway	Parent Representative
	Irwyn McKibbin	Heartbeat NI
	Dr Damien Armstrong	Western Trust
	Dr Nigel Ruddell	NIAS Trust
	Louise Skelly	Patient and Client Council
Observers:	Tom Robinson	DHSSPS
	Dr Rhiannon Killingbeck	Public Health Agency
	Dr Gillian Armstrong	Public Health Agency
	Valerie Hawthorn	Parent Representative
	Stephen Brady	Parent Representative
	Karena McErlean	Parent Representative
	Jean Hawthorne	Parent Representative
	Aidan Kearney	Parent Representative
	Claire Ball	Parent Representative

Item

1. Apologies

Action

Pat Cullen, PHA
Philip Moore, HSC Board
Maeve Hully, Patient and Client Council
Dr Steve Robinson, Belfast Trust
Rosie Byrne, Belfast Trust
Margaret Rose McNaughton, DHSSPS
Clare Caulfield, Heartbeat NI

2. Notes of the previous meeting

The notes of the previous meeting were agreed as an accurate record subject to an additional comment under item 6.3 –Retrieval/Transport Services to reflect the discussion on the importance for timely retrieval specifically for urgent/emergency transfers and the specific issue raised by Dr Casey in respect of air transport.

3. Matters Arising

3.1 Belfast Trust comments on clinical requirements

It was noted that a response had been received from Belfast Trust. The comments were specific to the service specification document and it was therefore agreed that this would be discussed under item 3.2 on the agenda.

3.2 Update on Draft documentation presented at the meeting on 17 August 2012.

- **Terms of Reference and PID**

The Terms of Reference and Project Initiation Document (PID) have now been finalised and shared with the Department.

- **Draft Generic Options**

There were no additional comments received in respect of the generic options paper. This document was therefore agreed and the generic options have been included in the draft consultation document.

- **Draft Assessment Criteria**

There were a number of comments received in respect of the assessment criteria document. It was agreed that criteria 4 and 5 would be updated to reflect the discussions and the document will then be reissued after the meeting for final comments by lunchtime on Wednesday 29 August.

HSC Board

In response to a query from Tom Robinson, Dean Sullivan noted that the detail of scoring of each of the options against the proposed criteria would await the outcome of the consultation process.

- Draft Service Specification

It was noted that the Belfast Trust Paediatric Cardiology Team had submitted a list of key components of a congenital cardiac surgical service for consideration.

A number of matters on the list were already included in the draft service specification but there was discussion in respect of particular items from the list submitted by the Trust. Amendments were agreed to items 11 (to include reference to pre and post operative clinics provided in Belfast), 13 (to include reference to care for pregnant women with an antenatal diagnosis) and 14 (to include reference to training requirements of the multi-disciplinary team).

It was further agreed that item 12 regarding surgical services for adolescents and adults with congenital heart disease would be addressed as part of the implications of the generic options. This has been referenced in both the PID and consultation documents.

Item 15 proposed a joint surgical appointment between Belfast Trust and the agreed provider(s). It was suggested that rather than a specific focus on individual posts, the Service Level Agreement, with provider(s) should aim to ensure a partnership approach to the provision of care.

HSC Board

The draft service specification will be amended to reflect the discussions at the meeting. The document will then be reissued after the meeting to Belfast Trust representatives for initial comments by lunchtime on Tuesday 28 August. The document will then be shared with other group members on Tuesday for any final comments by lunchtime on Thursday 30 August.

Belfast Trust

4. Documents for consideration

4.1 Draft Consultation document

Dean Sullivan advised that the consultation document would need to be finalised by Friday, 31 August 2012 to allow this to be presented to the HSC Board meeting in mid September. The document will then be submitted to the Department as it will require Ministerial approval before issue.

A number of comments were made in respect of the initial draft:

- Louise Skelly noted that the draft contained a number of acronyms. It was agreed that these would be outlined in full;
- Section 3 will be amended to reflect any changes made to the draft service specification;
- Section 4.2 will be amended to reflect the earlier comments in respect of the proposed assessment criteria;
- Section 5.3, paragraph one will be extended to include - within clinically indicated timescales '*and consistent with advice from the Safe and Sustainable team*'.
- It was noted that the arrangements for children currently receiving care from a provider in England will not be affected by this process. This will be made more explicit in the opening paragraph of Section 4.

The draft consultation document will be amended to reflect the initial amendments discussed at the meeting and reissued later today. Final comments will then be required by lunchtime on Wednesday 29 August with a view to finalising the document at the next meeting on 31 August.

5. Next Steps

5.1 Documentation

The following actions were agreed, an e-mail summarising these actions will be issued after the meeting:

HSC Board

- Minutes of the last meeting will be amended to include an additional comment under item 6.3 – Retrieval/Transport Services to reflect the discussion on the importance for timely retrieval specifically for urgent/emergency transfers. The minutes will then be reissued for final comments by lunchtime on Wednesday 29 August.
- The draft assessment criteria document will be amended to reflect the minor amendments to criteria 4 and 5 that were agreed at the meeting. The changes will be incorporated in the draft consultation document which will then be reissued for comments by lunchtime on Wednesday 29 August.
- The draft service specification document will be updated to include the comments mainly from the Belfast Trust that were discussed at the meeting. This will be reissued to Belfast Trust representatives later today for comments by lunchtime on Tuesday 28 August. The document will then be shared with other group members on Tuesday afternoon for final comments by lunchtime on Thursday 30 August.
- The draft consultation document will be amended to reflect the initial amendments discussed at the meeting and reissued later today. Final comments will then be required by lunchtime of Wednesday 29 August with a view to finalising the document at the meeting on Friday 31 August.

5.2 Communication Plan

Dean Sullivan informed the Working Group that a draft communication plan had been prepared for the consultation period. It was agreed that this would be circulated with the papers for the next meeting to be held on Friday 31 August 2012.

5.3 Consultation Document/Process

Dean Sullivan advised that the aim is to finalise the consultation document at the next meeting to allow it to be presented to the HSC Board meeting in mid September. The document will then be submitted to the Department as it will require Ministerial approval before the period of public consultation commences.

Alastair Graham and Sarah Quinlan raised issues in respect of the proposed timescale within which a consultation document was being prepared. Dr McCarthy advised the timescales was consistent with Departmental requirements and the necessity to progress work due to the vulnerability of current services in Belfast as set out in the recent review of PCCS.

Dean Sullivan referred to the excellent progress already made towards drafting a consultation document and thanked members for all their efforts in accommodating meetings and responding quickly to draft documents.

Sarah Quinlan asked that the concerns around the timeline raised by the Children's Heartbeat Trust are recorded.

5.4 Assessment of capacity at other providers.

As discussed at the previous meeting, it was noted that there would be a requirement, during the consultation period, to begin to gather relevant information from potential providers.

The detail of this has still to be finalised, however it was anticipated that this would include initial written communication with each provider and then follow up visits to the relevant units.

6. Any other business

6.1 Retrieval/ Transport

As discussed at the last meeting, it was noted that the work to review the retrieval/transport issues would be taken forward in parallel with the work of the PCCS Working Group.

The Board advised that separate meetings have taken place with the Belfast Trust this week to review the activity during 2011/12 to assess the level of emergency and urgent work and the most appropriate arrangements to ensure that there are arrangements in place to appropriately respond.

It was noted that Dr Armstrong had provided comments regarding the difficulties encountered by the Western Trust in accessing transport services. At the previous two meetings, parent representatives had also shared experiences about issues with the current arrangements.

Dean Sullivan noted that all of the issues raised were relevant to the wider needs for the retrieval or transport of children, particularly in emergency and urgent cases and were not specific to paediatric congenital cardiac services. A proposal is already in place to extend the hours of operation of the current paediatric/neonatal transport vehicle managed by NIAS.

Julie Greenaway reiterated the parents concerns regarding travel arrangements and stated that this work should be more closely linked to the Working Group.

Dean Sullivan assured the group that although this will be a separate process, the work will be undertaken within the same timeframe and that regular updates would be provided to the Working Group. As agreed at the last meeting, the process will draw upon the expertise and experience of relevant group members.

He added that any recommendations in respect of retrieval/ transport would be about making the services better for all children utilising the service.

Irwyn McKibbin commented on practical arrangements with regard to parent expenses. It was agreed that this will be considered and an update will be provided at a future meeting.

7. Date of next meeting

The next meeting will be held on Friday 31 August 2012 between 12 noon and 2pm. The venue for the meeting will be the 5th Floor Meeting Room, HSC Board headquarters, Linenhall Street, Belfast.