

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

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| Present: | Dean Sullivan (Chair) | HSC Board |
| | Teresa Magirr | HSC Board |
| | Sally Kelly | HSC Board |
| | Dr Frank Casey | Belfast Trust |
| | Dr Brian Armstrong | Belfast Trust |
| | Rosie Byrne | Belfast Trust |
| | Sarah Quinlan | Children's Heartbeat Trust |
| | Julie Greenaway | Parent Representative |
| | Irwyn McKibbin | Heartbeat NI |
| | Maeve Hully | Patient and Client Council |

Observer: Ruth Fisher DHSSPS

Item

Action

1. **Apologies**

Dr Miriam McCarthy, Public Health Agency
Dr Nigel Campbell, SE LCG / Primary Care
Dr David McManus, NIAS
Dr Damien Armstrong, Western Trust
Pat Cullen, Public Health Agency
Margaret Rose McNaughton, DHSSPS

2. **Notes of the previous meetings**

The minutes of the meeting held on Friday, 21
September were agreed as an accurate record.

3. **Matters Arising**

3.1 **Update on Consultation Process**

Dean Sullivan advised that the consultation
document was agreed at the HSC Board meeting on
Thursday, 13 September 2012 and was then
forwarded to the DHSSPS for consideration by the
Minister.

On Tuesday, 25 September 2012 the Minister announced the commencement of the public consultation. The consultation process will last for a 12-week period ending Friday, 21 December 2012.

3.2 Retrieval / Transport

It was noted that the Project Initiation Document had been discussed at the previous two meetings. Dean Sullivan advised that the paper was being shared for noting at the next meeting of the HSC Board on Thursday, 11 October 2012.

Membership of the Retrieval/Transport Project Team is almost finalised and three meetings have been scheduled to take place before the end of November 2012.

3.3 Update on initial contact with other potential providers.

As advised at the last meeting, letters were issued to each of the potential providers (seven in England, one in Scotland and one in Republic of Ireland) seeking initial information on whether providers would be willing and able to assist in the provision of paediatric cardiac surgery for children from Northern Ireland.

Providers were due to respond to the Board by Friday, 28 September 2012. Dean Sullivan advised that eight of the nine providers have responded. A summary paper was tabled for information.

It was noted that the Board has asked for views on the responses from the relevant commissioning leads or equivalent in England, Scotland and Republic of Ireland. A series of visits to the relevant units will then be planned.

HSC Board

A teleconference is taking place with colleagues in Dublin later this afternoon and a follow up meeting is to be arranged. It was agreed that Dr Casey would be invited to attend the follow up meeting.

3.4 Communication Plan

Dean Sullivan advised of progress that has been made in terms of writing to the full range of stakeholders.

Further work is required to agree the dates and formats for the public meetings and focus groups. It was agreed that a paper would be prepared for the next meeting with suggested dates and venues for the public meetings.

HSC Board

With regard to the focus group meetings, parents have been asked (in the letters issued to parents by Sarah and Irwyn on the Working Group's behalf) to respond in order to assess the level of interest before venues are booked. It was agreed that Sarah and Irwyn would follow this up with parents with a view to getting an indication of numbers by Friday, 12 October 2012.

Parent Groups

It was agreed that the Working Group need to consider the messages that are to be communicated at these events. A draft presentation for use at both the public meetings and focus group events will be prepared for the next meeting.

HSC Board

It was also felt that it would be useful to clearly set out the purpose of the different events that are planned i.e. public meetings and focus groups, and also the patient experience workshop (see below).

HSC Board

In terms of ensuring that the consultation document is publicised as widely as possible, it was suggested that copies should be made available in each Trust with a poster advertising the consultation process. The Board undertook to develop a poster for this.

HSC Board

Patient experience issues – consideration of process.

3.5

As discussed at the last meeting, it is the intention to hold a workshop to secure feedback from parents and parent groups around the patient experience issues. This will include the experience across the

whole patient journey from when a decision is made to refer a child to another provider.

It was noted that a number of experiences have already been shared and that these have flagged up a range of issues.

The parent group representatives agreed to explore these issues further and share the main themes in advance of the planned workshop with a view to focussing the workshop both on the identification of issues and potential solutions.

Parent Groups

4. Next Steps

The following next steps were agreed:

- Board to prepare a short paper setting out proposed dates and venues for public meetings and focus group events;
- Parent groups to advise on the indicated numbers for the focus group meetings;
- Board to develop poster to advertise the consultation process in relevant clinical settings;
- Board to consider messages to be communicated at the public meetings and focus groups and prepare a draft presentation for the next meeting;
- Board to develop a short paper setting out the purpose of each of the planned events; i.e. public meetings, focus groups, patient experience workshop.

5. Any other business

There was no other business raised.

6. Date of next meeting

The next meeting of the Working Group will take place on Friday 19 October 2012 between 12 noon and 2pm. The venue for the meeting will be the 5th floor meeting room, HSC Board headquarters.