

**5th Meeting of the PCCS Working Group held on
Friday 7 September 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
	Philip Moore	HSC Board
	Dr Nigel Campbell	Primary Care / SE LCG
	Dr Miriam McCarthy	Public Health Agency
	Pat Cullen	Public Health Agency
	Dr Tony Stevens	Belfast Trust
	Dr Frank Casey	Belfast Trust
	Alastair Graham	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
	Dr David McManus	NIAS Trust
	Dr Damien Armstrong	Western Trust
	Maeve Hully	Patient and Client Council

Observers:	Margaret Rose	DHSSPS
	McNaughton	
	Dr Heather Livingstone	DHSSPS
	Dr Rhiannon Killingbeck	Public Health Agency
	Dr Gillian Armstrong	Public Health Agency
	Aidan Kearney	Parent Representative
	Stephen Brady	Parent Representative
	Karena McErlean	Parent Representative
	Jean Hawthorne	Parent Representative
	Valerie Hawthorne	Parent Representative
	Nadine McGaffin	Parent Representative

Item

Action

1. Apologies

Dr Steve Robinson, Belfast Trust
Clare Caulfield, Parent Representative
Dr Patricia Donnelly, Belfast Trust

2. Notes of the previous meetings

The minutes of the meeting held on Friday 31 August were agreed as an accurate record.

3. Matters Arising

3.1 Draft Communication Plan

It was agreed that there would be more detailed discussion on the draft communication plan that was circulated with the papers for the meeting on 31 August 2012 at the Working Group's next meeting on 21 September 2012. Any comments on the draft paper should be forwarded to Paul Cunningham by 14 September 2012.

3.2 Retrieval / Transport

This issue will be discussed later in the meeting.

4. Documents for consideration

4.1 Final draft Consultation document

It was noted that the final draft of the consultation document was the main issue for discussion at the meeting with the intention of reaching agreement on a final document for consideration at the HSC Board meeting on Thursday 13 September.

Dean Sullivan thanked the Working Group members for the significant input since the document was first circulated for the meeting on 24 August 2012 and acknowledged that as a result of this input the document was much more comprehensive.

Dean Sullivan asked Working Group members for views on the final draft circulated with the papers for the meeting.

DHSSPS – Margaret Rose McNaughton on behalf of the DHSSPS, thanked the Working Group for the efforts that have gone into bringing the document to this stage. She advised that the Department is

generally content with the draft consultation document.

Local Commissioning Group – Dr Campbell indicated that he was content that comments that have been made at previous meeting are now reflected in the revised document.

Belfast Trust – Dr Stevens stated that the document is now close to a version that will allow the process to move to a consultation stage. There are nonetheless a number of points of detail that the Trust would like to pick up at the meeting.

Dr Casey referred to comments sent through on behalf of clinical colleagues from the Belfast Trust earlier today (Friday 7 September). The Board advised that the document had been revised to reflect the comments and that these would be discussed further at the meeting.

NIAS – Dr McManus stated that he was supportive of the document. An important issue for NIAS is the transport / retrieval issues which is being taken forward as a separate process.

Western Trust – Dr Armstrong indicated that the key issue for the Western Trust was in respect of the transport arrangements which are being taken forward as a separate process.

Patient Groups – Irwyn McKibbin indicated that Heartbeat NI were content with the current version of the report which reflects changes made following previous discussions.

Sarah Quinlan indicated that the Children's Heartbeat Trust acknowledge that the feedback from the Working Group has been largely reflected in the document but welcomed the opportunity to discuss any final issues of detail at the meeting.

Patient Client Council – Maeve Hully agreed with the comments above regarding the document reflecting the comments that have been made to date and

highlighted the need for further consideration on the consultation process.

With a view to finalising the document, the group went through the final draft on a page by page basis and amendments were made to the document electronically during the meeting.

The group took the opportunity to have a final review of the document at the meeting, particularly the changes made to section 5.

Following amendment during the meeting, the amended final draft consultation document was agreed by the Working Group for consideration at the HSC Board meeting on Thursday 13 September 2012.

5. Next Steps

5.1 Consultation Document/Process

As outlined at previous meetings, the draft consultation document which has now been agreed will be presented to the HSC Board meeting on Thursday 13 September 2012. Subject to approval, the document will then be forwarded to the DHSSPS for Ministerial approval.

This will be followed by a period of consultation in the Autumn.

6. Any other business

6.1 Retrieval/ Transport

A draft project initiation document for the retrieval / transport work was circulated to the Working Group for information.

Dean Sullivan advised that it was the intention that this issue be discussed in more at the next meeting of the Working Group on 21 September 2012. However, due to the comments as previous meetings about the importance of this piece of work, the Board

was keen to share information on how the work was to be taken forward with the group in advance of the discussions.

It was noted that the views and experiences that have been shared by Working Group members at previous meetings will be crucial to taking this work forward and members, particularly the parent representatives were asked to consider how best to ensure this in advance of the next meeting.

7. Dates of future meetings

It was agreed that the Working Group would meet fortnightly over the coming months.

The dates of the next few meetings are as follows:

- Friday 21 September 2012;
- Friday 5 October 2012;
- Friday 19 October 2012;
- Friday 2 November 2012.

All meetings will be held between 12 noon and 2pm and the venue will be HSC Board headquarters, Linenhall Street, Belfast.

The agenda for the next meeting will include the following areas:

- Update on Consultation document
- Retrieval / Transport
- Draft Communication Plan
- Update on initial contact with other potential providers.