GIG CYMRU NHS WALES | Bwrdd Iechyd Prifysgol Betsi Cadwaladr University Health Board

Review of Emergency General Surgical Services Project Board
Tuesday 20 September 2011 at 5.30pm

Attendance Register and Minutes

	7.6.11	5.7.11	2.8.11	6.9.11	20.9.11					
Mr Andrew Jones - Chair	√	√	√	√	√					
Mr Robin Wiggs	√	Apol	Apol	√	√					
Mr Adrian Butlin	Apol	Apol	Apol		√					
Dr David Counsell	-		√	Apol	-					
Mrs Meinir Williams	√	Apol	√	√	√					
Mrs Chris Jones	√	√	√	√	√					
Mr Jon Osborne	Apol	√	Apol	√	√					
Mr Aruni Sen	-				-					
Mr Walid Samra	-				-					
Mr Andrew Maw	Apol	√	Apol	√	√					
Mr Lloyd Jenkinson	-	√	√	Apol	√					
Mr Dean Williams	√	√	Apol		Apol					
Dr Tony Shambrook	√	√	Apol	√	√					
Ms Sally Baxter	√	√	√	√	√					
Mr Craig Barton	√	√	√	Apol	√					
Mrs Jo Charles	Apol	√	√	√	√					
Ms Jill Newman	√	√	√	√	-					
Ms Barbara Lloyd	-	Apol	Apol	Apol	-					
Mr Graham Alexander	-		√	√	√					
Mr Chris Lloyd	Apol				-					
Mr Dafydd Jones-Morris	-				-					
Ms Lynne Edwardson	Apol	Apol	Apol	Apol	-					
Dr Brian Tehan	Apol	√			-					
Andrew Baker	-				-					
Mrs Amanda Hamlyn	√	Apol	Apol	Apol	√					
Dr Paul Birch	-	Apol	Apol	Apol	√					
Mr David Owen, CHC	-				-					
Mrs Shirley Hockings	-				-					
Maggi Barry	-	Apol	Apol	Apol	-					
Mr Trystan Pritchard	√	√	√	Apol	√					
Mr Derek Crawford	-				-					
Mr Colin Ferguson	Apol	Apol	Apol	√	√					
Rosemary Fox	Apol	Apol	Apol	Apol	√					
Bob Byrne	-				-					
Andrew Fowell	Apol	Apol	Apol		√					
Fraser Campbell	√	√	√	Apol	√					
Mr Ramesh Rajagopal	Apol	√	Apol	√	√					
Viv Vandenblink	-				-					
Dr D K Bannerjee			√		-					

		Action
1.	**Welcome and Introductions**	
	TS welcomed everyone to the meeting and the group introduced themselves.	
2.	**Apologies**	
	Apologies were received and duly recorded from Dean Williams and Andrew Baker.	
3.	Notes of meeting of 2 August and matters arising	
	The minutes were reviewed by the group and agreed as an accurate record.	
4.	Notes of meeting of 6 September and matters arising	
	The minutes were reviewed by the group and agreed as an accurate record. 4.2 It was confirmed that the visit reports had been circulated apart from the Kent report, the Kent report would be distributed within the next week. 5.2 The group were advised that the report had not been completed as yet due to the lack of response to the second survey. RR stated that the lack of response from Central related to the Consultants being unaware of the survey.	**MW**

	5.5 RF stated that AM's Bowel Screening reference related to the 2007 model, which is now out of date. RF informed the group of the new age screening plan. It was confirmed that there should be no major increase in referrals due to the phased plan. 5.11 RW confirmed that Jill Newman had amended/updated the data which was a smaller job than originally thought. 5.13 The group looked over the A&E data which was distributed, this provoked further discussions and JC explained the rational for the A&E data. 6.3b SB advised the group that Mr Babu had been invited to these meetings and it was hoped would attend future meetings 7.1 AJ thanked everyone and welcomed the high attendance at the meeting.	
5.	DRAFT Narrative report	
	The group were thanked for their comments and advised that the Project Team had updated the report taking into account the comments and any additional comments would be raised at this meeting. It was noted that the Project Team had signed off the changes to date. The group perused over the draft report and SB amended the report as required during the meeting. In-depth discussions took place relating to Table 4.2.1 on page 10 and it was agreed that the CPG would clarify the workforce for accuracy. The group discussed Figure 4.4.2 and it was agreed that a different population density map should be used, RW to obtain relevant map. There was considerable debate regarding the wording of some sections of the report and changes to wording were agreed during the meeting; SB kept a record of changes agreed. Final changes to the wording of the section on finance were to be added by AB. **The Project Board present at Matthew House agreed that there is a demonstrated case for change to the services and that therefore the Case for Change report, subject to the agreed changes made, was accepted.** The Project Board could now move on to assessing possible ways forward.	SB TS/CB RW AB
6.	Update on work programme	
	SB and other project board members gave a brief update on work programme areas. There was a need to revisit the work programme now that the case for change document was signed off.	
7.	Next Steps	
	The project board would need to develop the detail of the potential models for future service configuration as had been described during the clinical engagement sessions held on 18 August and 6 September. It was confirmed that there would be an assessment of potential configuration using a three site, two site and one site model. There would be further involvement of other service areas to consider and assess potential clinical interdependencies and further work on impact assessment of models.	

8.	Communications	
	TP to prepare an update following the project board for release to the press and stakeholders, and for staff via the service review page on the intranet, as usual.	**TP**
9.	Any Other Business	
	No other urgent business was raised.	
10.	Date and time of next meetings	
	4 October 18 October 1 November 15 November All to commence at 4pm	