Minutes of the BACCH Council held on 16th June 2011, 1.30-4.30pm, at the Royal College of Paediatrics & Child Health, 5 Theobalds Road, London WC1X 8SH

Executive Committee Members
Dr Simon Lenton (chair)
Dr Lily Murtaza (convenor)
Dr Rajiv Mittal (treasurer)
Dr Angela Moore (academic convenor)
Dr Cliona Ni Bhrolchain (CSAC) (item 6 only)
Dr Thérèse Bennett (SASSG rep)
Dr Tamzin Woodbridge (trainee rep)
Professor Gillian Baird (BACD)
Dr Liz Didcock (BPMHG)
Dr Jane Ritchie (CPHIG)
Dr Jane Lyons (BAPA)
Kelly Robinson (Executive Officer)

Regional Coordinators
Dr Elaine Lewis (East Anglia)
Dr Nicola Cleggorn (Northern)
Dr Richard Tomlinson (South West) (until item 6)
Dr Nia John (Wales)
Dr Sameen Shakoor (SE Thames)
Dr Sarah Luke (NE Thames)
Dr Reeta Gupta (NW Thames)
Dr Helen Gibson (SACCH)
Dr Neal McCathie (West Midlands)

Council Members Present
Dr Christine Arnold (SASSG Rep to RCPCH)
Dr Phil Rayner (RCGP)
Dr Fawzia Rahman (Informatics)

1. Welcome and Apologies
SL welcomed members to the meeting.

Apologies of absence were received from:
Dr Deborah Hodes (CPSIG), Dr Catherine Tuffrey (newsletter editor), Dr Somnath Banerjee (Assistant Convenor), Ms Fiona Smith (RCN), Dr Jackie Gregg (Mersey), Dr Valerie Shrub (Wessex), Dr Raghu Lingam (Deputy Academic Convenor), Dr Anne Kelly (Yorkshire), Dr John Agbenu (North West), Dr David Shortland (RCPCH), Dr John Harvey (FPH), Dr Vinita Kapoor (Trent), Dr Shade Alu (SW Thames)

2. Minutes of the last meeting held on 16th November 2010
Subject to the following amendments the minutes of the November meeting were approved as an accurate record of proceedings.

3. Matters Arising not on the Agenda
None

4. Policy
a) Public Health for Commissioners – Simon Lenton
- This is intended to be a complementary document to the CCH services prospectus (item 4b) and would be circulated together.
- The following points were noted from the circulated document:
  - Include a 2 page executive summary for commissioners
  - Identify who is responsible for training
  - Include information on social care/education; parent/carers; children and young people
  - Include condition specific and problem-based pathways.
  
  Action: Comments to SL – ALL

b) Community Child Health Service Prospectus – Lily Murtaza
- The document is intended as an example to help community health services engage with commissioners and can be adapted locally. It is not intended to describe a model service.
- Thanks were given to LD and Deborah Hodes for their input.
- It is a work in progress, and the following comments were made:
  - General paediatrics is not currently included.
  - A description of the full range of clinical activities that can be performed safely in a community settings should be included.
  - Palliative care should be a separate section.
  - Need to ensure it includes consultants and SASSGs.
Action:
- General paediatrics from Nottingham service – LD
- Disability section – GB to ask Jane Williams
- Audiology – JL
- To assist LM with completing the prospectus by September – SL & FR

c) Facing the Future – Simon Lenton
- A meeting to develop cross-cutting standards for hospital and community services based on a universal framework took place with representatives from RCN and RCSLT to ensure that it is applicable to all services. There were no representatives from education or social care.
- SL is on the Steering Group and aim to complete a publication on community child health by the end of year.

d) Health and Social Care Bill – LM
- GB and LM attended a joint agency meeting at the NCB. A joint response and statement, circulated with the agenda, had been sent to Andrew Lansley.
- BACCH responded to the NHS Listening exercise.

e) SEN and Disability Green Paper Response – LM
- BACCH will be submitting a response, as will BACD and RCPCH. It has been advised that three separate submissions are better than one joint response.
- Only one contribution has been received so far, and additional comments are welcomed. The deadline for comments is 30th June.
- There are 70 questions to respond to, with some sections more applicable to BACCH than others.
  Action: Post response on that website (KR)

5. Academic – Angela Moore
a) RCPCH Annual Conference
- There was no formal feedback from the 2011 meeting, but informally it was good. The theatre provided was large and there were several conflicting sessions so attendance was poor.
- Those present discussed a joint session between BACCH and it affiliate groups to show case community child health as a whole.
- The 2012 meeting will be held in Glasgow for the next 2 years and it was agreed to work with SACCH. Raghu Lingam will be organising the 2012 session.
- JL reported that BAPA would be happy to contribute to a session rather than run its own separate session.
- JR reported that CPHIG is likely to request its own session as there is a very strong group for public health in Scotland, and so it is expected to be well attended.
- BACD and BPMHG will be able to confirm or decline after their next Executive meetings.

b) BACCH Annual Scientific Meeting 2011
- Professor Eileen Munro will be giving the BACCH Annual Lecture. All keynote speakers have been confirmed.
- Day 2 will close with a debate on the Future of Community Child Health. It was agreed to ask Dr Zoe Dunhill in Edinburgh to present as she will be publishing a report on the future of community child health services in Scotland shortly.
  Action: invite Zoe Dunhill (AM)

6. Training – Cliona Ni Bhrolchain (by telephone)
a) Update from CSAC
- Circulated: A report from CnB

b) Special interest (SPIN) study modules
- The Safeguarding module is currently being piloted.
- It is hoped to develop a module for audiology, so that those interested would received a CCT in general paediatrics with experience in audiology.
LD reported that BPMHG wish to develop a module for those not on the mental health training grid.

c) Job Planning
- Guidance for joint posts working in both general and community paediatrics has been approved by CSAC and is now awaiting approval of RCPCH regional advisors.
- The BMA subcommittee has also been asked to support the guidance and this is currently going through their processes.

7. Informatics – Fawzia Rahman
- FR has replaced Dr Mitch Blair as chair of the Informatics group and is compiling a list of clinicians who want to take part in an informatics e-mail discussion group. Data, coding and engaging clinicians will be high on the agenda. The e-group will also exchange information and provide examples of the costing of assessments for both basic and complex disorders.
- FR also reported that she has submitted proposals for 10 outcome indicators for children with disabilities/long term conditions to the Department of Health.

8. Royal College of General Practitioners – Phil Rayner
- Changes in commissioning mean that the delivery of secondary care for disabled children will be in a primary setting. Contact a Family has published a report highlighting that 76% of families with a disabled child do not visit their GP about their child’s condition.
  **Action:** To identify the commissioning and children’s services lead at RCGP and inform SL – PR

9. Regional Coordinators
a) Scotland – Helen Gibson
- SACCH annual conference took place in March focusing on paediatric audiology. Feedback was good.

b) SE Thames – Sameena Shakoor
- Regional meeting taking place in November.

c) Oxford – Adeola Vaughan
- Joint meeting with BACD Oxford in early June focused on audiology.

d) NW & NE Thames – Sarah Luke and Reeta Gupta
- Joint regional meeting taking place on 27 June at RCPCH.

e) Northern – Dr Nicola Cleghorn
- A multi-disciplinary meeting next week will look at communication and to coordinate a regional strategy.
- There are issues with the number of full time trainees need to be placed.

f) East Anglia – Dr Elaine Lewis
- Regional meetings are being held twice a year.
- There is anxiety concerning where community services will be based throughout the region.

g) West Midlands – Neal McCathie
- Looking at pathways for Down’s syndrome from neonatal care through to transition.
- Summer meeting will focus on child public health.

h) Regional Bank Accounts
- The Executive Committee had previously agreed that any surplus income, from regional meetings, in excess of £1,000 should be forwarded to BACCH.
- Regional Representatives had also been asked to show their accounts to BACCH annually. Some representatives at this meeting reported that there are regional differences with some having a separate BACCH account and others processing
finance through their Trusts.

**Action:** RM asked to explore options and to come up with advice for regional representatives’ accounting for next executive committee to circulate to regional coordinators before next council in December 2011. Essential the accounting systems for the regions must be open, accurate and transparent.

i) **Membership Recruitment**
- The executive committee has agreed that any non member attending the ASM will be given free membership until the end of the subscription year on the provision that they sign a direct debit form which will come into effect on 1 June 2012.
- SASSGs joining BACCH will also be offered free membership until 31st May 2012 if they complete a direct debit form on joining. This is to encourage this group, who are under represented.

10. **Any Other Business**
   a) **Staff & Associate Specialists – Dr Christine Arnold**
      - Currently looking at data on SASSGs and their role in the workforce and what support they need/want.
      - Discussions have taken place regarding a SASSG representative on the community CSAC.
      - Those present were reminded that there funds available for training SASSGs as part of their training development funding which is deanery led.

   b) **EC and Council Vacancies**
      - SL reported that some posts on the Executive Committee will become vacant shortly.
      - The Term of Office for Regional Coordinators is 4 years; some have exceeded this period. Those whose term of office has now expired were asked to organise a replacement.

   c) **Queen’s Birthday Honours List**
      - Council congratulated Professor Gillian Baird on the award of OBE for services to medicine.

11. **Date of Next Meeting**
    13th December, Council

Julia Wheal, 23 June 2011