

**Non-Emergency Patient Transport Services
Delivery Assurance Group
(NEPTS DAG)**

Minutes/Action(s)

**Tuesday 7 July 2020
12:00pm to 13:00pm**

Attendees (Via Microsoft Teams):




National Collaborative Commissioning Unit (NCCU)	Debra Fry (DF) - NCCU
	Gwenan Roberts - (GR) - NCCU
	James Rodaway (JR) - NCCU [Chair]
Welsh Ambulance Service Trust (WAST)	Arwyn Thomas (AT) - WAST
	Bethan Roberts (BR) - WAST
	Joanne Rees-Thomas (JRT) - WAST
	Jo Williams (JW) - WAST
	James Haley (JH) - WAST
	Lyndon Powell (LP) - WAST
	Mark Harris (MH) - WAST
	Sharon Brown (SB) - WAST
	Doug Robb (DR) - WAST
	Aaron Evans (AE) - WAST
	Olivia Barnes (OB) - WAST
Health Boards / Trusts / Committee	Wayne Lewis (WL) - CTMUHB
	Steve Bonser (SB) - ABUHB
	Joanne Jones (JJ) - SBUHB
	Jeff o Sullivan (JS) - Velindre

Apologies Received:

Jonathan Jones (JDJ) - NCCU	Susan Spence (SS) - WHSSC
Gillian Milne (GM) - BCUHB	Melanie Wilkey (MW) - CVUHB

Acronyms:

ABUHB	Aneurin Bevan University Health Board
BCUHB	Betsi Cadwaladr University Health Board
CTMUHB	Cwm Taf Morgannwg University Health Board
CVUHB	Cardiff and Vale University Health Board
DAG	Delivery Assurance Group
HDUHB	Hywel Dda University Health Board
NEPTS DAG	Non-emergency patient transport service Delivery and Assurance Group
NCCU	National Collaborative Commissioning Unit
PTHB	Powys Teaching Health Board
SBUHB	Swansea Bay University Health Board
WAST	Welsh Ambulance Services NHS Trust
WHSSC	Welsh Health Specialised Services Committee

Item	Agenda	Actions / Comments	Further comments	Attachments
1.	Welcome, Introductions & Apologies (Chair) welcomed all to the meeting and all present introduced themselves. Apologies received from staff listed above.			
Action Notes of Last Meeting				
2.	Accuracy and progress against action notes	<ul style="list-style-type: none"> • Minutes confirmed as accurate (<i>Attachment 1</i>) [DF 7 7 20] • Update on Actions: <ul style="list-style-type: none"> ○ EASC Joint Committee Minutes and Chairs Summary shared with the group ○ WAST & BCUHB colleagues involved in joint discussions to restart services and invited to future meetings ○ ACTION: JR to add impact of restarting existing services for NEPTS to EASC Risk Register and raise at EASC Joint committee in order to mitigate the risk. 		Attachment 1: <i>Action/Minutes 23 6 20</i>  NEPTS DAG minutes_action notes
Terms of Reference				
3.	a) Audit Report 2019/20 b) Revised Terms of Reference, June 2020	<ul style="list-style-type: none"> • Audit Report previously circulated. It was agreed that it could now be shared within WAST and Health Boards. Health Boards to contact NCCU team if further copies are needed. • Terms of Reference for the NEPTS DAG has now been refreshed in line with Annual Review. All agreed with ready to be signed off by EASC Joint Committee (<i>Attachment 2</i>) 		Attachment 2: <i>NEPTS Terms of Reference V4 Draft</i>  4. DRAFT NEPTS DAG ToR 2020 v4.docx
COVID-19: NCCU & WAST Updates				
3.	Updates to include: <ul style="list-style-type: none"> ○ Update on current position ○ Next Steps 	WAST Updates (<i>Attachment 3</i>) <ul style="list-style-type: none"> • Increase in demand continues to rise with the focus on Transfer & Discharges. Increased numbers of must travel alone pts due to covid etc • Workforce Issues: <ul style="list-style-type: none"> ○ 50 + staff currently shielding/LTS/redeployed, others unable to transport due to covid pts. ○ 65% of VCS (122 people) currently not working ○ Students have now resumed Para Training ○ Additional surge providers have helped offset staff 		Attachment 3: <i>Impact on NEPTS from Covid</i>  Impacts on Nepts from Covid.pptx

		<p>losses of 50+ ACA's, but due to end mid-July.</p> <ul style="list-style-type: none"> Any space capacity only exists outside of renal times, and at very limited levels and for limited time periods. HB's resuming services at different times and across multiple locations will affect flow and efficiency. MH asked HB's to keep WAST informed and work together for best service. 		
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COVID-19: Health Board

4.	<p>Updates to include:</p> <ul style="list-style-type: none"> Update on current position (including field hospitals) Business as Usual developments 	<p>Aneurin Bevan UHB</p> <ul style="list-style-type: none"> No change to activity Currently engaged in work streams relating to the Grange opening, with a board decision pending mid-July. SB gave an update on the GUH Transport sub group meeting. The aim is to follow the same methodical and structured way the NEPTS DAG adopts moving forward. <p>Betsi Cadwaladar UHB</p> <ul style="list-style-type: none"> No update provided. No representation, apologies received from MW <p>Cardiff & Vale UHB</p> <ul style="list-style-type: none"> Services are continuing to resume, no other updates <p>Cwm Taf Morgannwg UHB</p> <ul style="list-style-type: none"> No representation. <p>Hywel Dda UHB</p> <ul style="list-style-type: none"> Carmarthen Surge Site is live and currently has 23 patients. <p>Powys THB</p> <ul style="list-style-type: none"> No representation - Apologies received from AQ <p>Swansea Bay UHB</p> <ul style="list-style-type: none"> Talks of Cardiac services to start on evenings and weekends, unsure if this capacity is available. ACTION: James to liaise with RW to identify service change plans are for 7 days a week working with Cardiac Monitoring. All Tier 2 & Tier 3 meetings are to commence within 		
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		<p>coming weeks.</p> <p>WHSCC</p> <ul style="list-style-type: none"> ○ No representation - Apologies received from SS <p>Velindre</p> <ul style="list-style-type: none"> ○ No substantive changes since last DAG ○ Working through new booking process with WAST, going live 20th July. ○ Looking at extended hours working through evenings and weekends. 		
Innovations & Changes				
5.	Lessons Learnt	<ul style="list-style-type: none"> ○ Covid related innovations / changes to sustain 	<ul style="list-style-type: none"> ● The next DAG meeting will be run as a workshop to capture the opportunity to develop the insights, innovations and changes made due to Covid-19. Keen to build and sustain the learning and we can take forward post covid. It was agreed to use a future DAG session as a protected hour to work through the details 	
AOB				
6.				
Next meeting				
Tuesday 21 st July 2020 – Details to be confirmed				