

REGIONAL HEALTH AND SOCIAL CARE (HSC) PERSONAL AND PUBLIC INVOLVEMENT (PPI) FORUM

TERMS OF REFERENCE

Background

The Regional HSC PPI Forum was established in response to a number of legislative and policy drivers, including the 2007 Departmental Guidance on PPI, the HSC Reform Act of 2009, the Quality Strategy, Ministerial Priorities including the drive for a more person centred service and also the development of PfA targets. It was established in 2010 and is led by the PHA. It is comprised of senior membership drawn from all HSC organisations in Northern Ireland. Membership also includes service users, carers, community and voluntary sector members.

Role of the Regional HSC PPI Forum

The primary role of the Forum is to provide leadership and support in order to drive forward the promotion and co-ordination of PPI across HSC organisations in Northern Ireland. It does this through:

1. The sharing of best practice;
2. Joint working on areas of common interest through sub groups;
3. Active participation of service users and carers.

Responsibilities/Remit

The key responsibilities and key objectives of the Forum include:

1. Leading and supporting HSC organisations in complying with and implementing PPI policy; the requirements of the Health and Social Care (NI) Reform Act 2009 in respect of PPI, the DHSSPS

“Guidance on Strengthening Personal and Public Involvement in Health and Social Care” 2007, the 2012 Departmental Guidance on arrangements for implementing PPI and any further DHSSPS guidance.

2. The provision of a platform for discussion on all aspects of PPI and its relevance and impact on the work of the Health and Social Care Organisations and benefits for service users and carers.
3. Exploring opportunities for joint working between stakeholder organisations, encouraging co-ordination and consistency of practices, reduction of duplication and the sharing of best practice.
4. Encouraging, supporting and informing the development of understanding of PPI, and the advancement of PPI training across the HSC.
5. Encouraging, supporting and informing the development of PPI, monitoring and evaluation across the HSC.
6. The planning, development and implementation of an annual PPI Forum Action Plan.
7. The development, co-ordination and production of an Annual Report

Membership

The Forum will be chaired in by the Director of Nursing & AHPs in the PHA. In the absence of the Director of Nursing and AHPs, the meeting will be chaired either by the Assistant Director of AHPs & PPI, or by other agreed nominee.

Membership will be comprised of:

- One senior representative from each HSC organisation, who has PPI as a key responsibility;
- Service user, carer or community and voluntary sector representatives (two nominated via each HSC Trust PPI panel, with a further one nominee each form RQIA, the PCC and the NISCC);

- Additional other membership from other organisations can be co-opted where the Forum determines there to be an advantage to the delivery of its role.

Others can be co-opted to participate in sub groups where and when appropriate.

Deputies will be permitted by exception, but should be kept to a minimum to ensure effective operation of the group.

Role of Members

The role of the individual member is to:

1. Represent their organisation/networks/peers through active participation in the business of the Forum.
2. Share information and best practice in PPI from their respective organisations/experiences.
3. Lead on/participate in actions (by agreement) in respect of the Forum's Action Plan.
4. Take forward actions agreed by the Forum to their organisations/networks/peers for consideration and delivery.

Operational Factors

The meetings of the Forum will be organised, managed and serviced through the PHA.

Much of the work of the Forum will be taken forward through agreed sub groups.

Meetings will take place at least 3 times a year. One of those meetings will take the form of a workshop type format.

Meetings will commence with a ½ hour open session, before the formal meeting starts to provide opportunities for networking and developing working relationships.

The location of Forum meetings will be Belfast, but people will be facilitated to participate through the use of technology such as tele-link or video conference if preferred.

The Forum will review its effectiveness on a bi-annual basis by reference to the Terms of Reference, Action Plan and Annual Report.

In the conduct of any work in relation to PPI the Regional HSC PPI Forum will ensure that account is taken of other statutory requirements including Section 75 equality duties and human rights.