

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

Monday 19 October 2015 at 1.30 pm

PHA, Linenhall Street, Belfast

PRESENT:

Public Health Agency (PHA)

Mary Hinds	Executive Director of Nursing, Midwifery and Allied Health Professionals
Michelle Tennyson	Assistant Director, Allied Health Professions and Personal & Public Involvement
Martin Quinn	Regional PPI Lead
Claire Fordyce	Senior PPI Officer

Trusts

Alison Irwin	Northern Health and Social Care Trust (NHSCT) (via video conference)
Ann Cummings	Northern Health and Social Care Trust (NHSCT) (via video conference)
Sandra McCarry	Belfast Health and Social Care Trust (BHSCT)
Carolyn Agnew	Southern Health and Social Care Trust (SHSCT)
Elaine Campbell	South Eastern Health and Social Care Trust (SEHSCT)
John Gow	Northern Ireland Ambulance Service (NIAS)

Health & Social Care Partners

David Best	Department of Health, Social Services & Public Safety (DHSSPS)
Jackie McNeill	Patient and Client Council (PCC) (Via video conference)

Brenda Horgan	Northern Ireland Social Care Council (NISCC)
Christine Goan	Regulation and Quality Improvement Authority (RQIA)
Angela Drury	Northern Ireland Practice & Education Council for Nursing & Midwifery (NIPEC)
Charles Kinney	Northern Ireland Blood Transfusion Service (NIBTS)
Pauline McMullan	Clinical Education Centre (CEC)

Service User/Carer Representatives

Don Harley	BHSCT
Rae Patience	SEHSCT
Peter Donnelly	SHSCT
Caroline Kelly	WHSCT (via video conference)

Guest speaker

Rodney Morton	HSCB
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APOLOGIES:

HSC Partners

Martine McNally	Northern Health and Social Care Trust (NHSCT)
Jacqueline Magee	Health and Social Care Board (HSCB)
Teresa Fallon	NI Guardian Ad Litem Agency (NIGALA)
Martine McNally	NHSCT
Siobhan O'Donnell	WHSCT

Service Users/Carers Representatives

Ann Gamble	SEHSCT
Anne Marie Murray	PCC
Brian O'Hagan	RQIA
Ann Greenan	BHSCT

1 **Welcome and introductions**

Mary Hinds welcomed members to the meeting.

2 **Actions from last meeting**

Members agreed the up-dated minutes. Matters arising were noted as:

- Engage - Correspondence was received from DHSSPS re Engage which states that no funding can be released for the programme of work at this time. Members noted that other website options were being explored including NI Direct and the HSC Knowledge Exchange.
- Participation/access to meetings – members to inform the PPI secretary if they would like to join each meeting via video conference.

- The PCE/PPI Leaflet will be shared with members. SHSCT and PHA to agree final branding and circulate.

Action: PHA to recirculate the leaflet to members for final comments. PHA and SHSCT to finalise leaflet and re-issue final version to members.

- Members noted that the 5 HSC Trusts and the PHA monitoring reports are all available on the PHA website.

3 **PPI training**

An up-date on the Engage & Involve training programme was provided. The training programme materials have been reviewed by the training sub-group and feedback is being used to finalise the training pack. Delivery options for implementing the training are currently being reviewed

A demonstration of the PPI e-learning training was presented which includes written information alongside case study clips representing service users/ carers and different professions in HSC. The e-learning is currently being piloted across the HSC Trusts and the training sub-group and will be finalised in early November.

The training sub-group are proposing to launch Engage & Involve before the next Regional HSC PPI Forum meeting in February 2016.

Action: PHA to finalise training and identify appropriate delivery mechanisms to roll out the training across the HSC system.

Action: PHA to finalise the e-learning training.

Action: PHA and training sub-group to take forward planning for the launch of the Engage & Involve training programme.

4 PPI communications

The draft PPI Annual Report 2014/15 was shared at the meeting and members noted that further PPI project examples were to be inserted. The report will be finalised by end December 2015.

The communications sub-group developed draft PPI guidance to ensure that the PPI brand is used appropriately in HSC settings. Members welcomed the guidance and it was agreed that the PPI brand will not replace the HSC brand and this will be included in the guidance. Members also discussed the sharing of good practice for involvement to other government departments.

A PPI Communications Plan has been developed and circulated to members. The importance of social media was raised and the need to raise awareness of PPI via a variety of mechanisms. The Communication Plan was agreed.

Action: PHA and Communications subgroup to finalise PPI Annual Report by December 2015.

Action: PHA to up-date the PPI brand guidance document and issue to all HSC partners.

Action: PHA to share the PPI brand across government if appropriate.

Action: HSC partners to progress actions included in the Communications Plan.

5 PPI App

Brenda Horgan (NISCC) up-dated the group on discussions to develop a PPI App. Brenda and Queen's University Belfast (QUB) developed a proposal for an App for social workers. PHA PPI staff with the PPI training sub group had also been examining options for a PPI App. It was agreed that the Forum should help to ensure co-ordination in such developments. Further discussion on the exact nature of the App then took place. It was agreed by all members that the PHA, NISCC and

QUB would take forward discussions on finalising the proposal and work to make it a reality.

Action: PHA, NISCC and QUB to continue discussions to develop an outline proposal for the PPI App.

6 Consultation Scheme Template

Sandra McCarry (BHSCT) up-dated the group. The PHA PPI Team and the HSC Trust PPI Leads have been working to up-date the Consultation Scheme template in line with the Health and Social Care (Reform) Act (Northern Ireland) 2009.

There was a recognition that the current schemes are not very user friendly and don't really set out what organisations commit to do in line with the spirit behind the legislation and that there was a lack of consistency of approach. The Trust PPI Leads with the PHA, resolved to work together to review and update these schemes.

Work will progress and include PCC & service user / carer input, with a view to agreeing an updated template with the DHSSPS.

Action: The HSC Trusts and PHA to up-date the consultation scheme and complete by March 2016.

7 PPI Research

Members were up-dated on the PPI Research which was being undertaken by QUB and Ulster University. A draft report including the literature review, focus groups and on-line survey findings and a current picture of PPI in Northern Ireland was presented in early summer. The research team are currently reviewing the report and a full and summary report will be presented to the joint commissioners (PHA and PCC) in early November, with subsequent submissions to their respective Boards.

Action: The full and summary reports will be circulated to members and the recommendations will be tabled for discussion at the next meeting of the group.

8 Membership

At the last meeting, members were asked to review service user/carers representation on the Forum however no feedback has been received. The Chair welcomed the new service user/carers representative from SEHSCT and members were encouraged to review representation from their organisation before the next meeting.

An on-line questionnaire for members has been developed in conjunction with the Communications sub-group. The questionnaire has been disseminated to current and past members and training needs will be identified to support all members to actively participate in the Forum. Members in attendance identified the need to have a shared understanding of the role of different HSC organisations. Christine Goan, RQIA agreed to host a meeting to explain the regulation role and held to increase understanding.

Action: HSC organisations with service user/carers representation on the Forum, are to review membership and to advise of new/additional nominations.

Action: RQIA to host an information session for members of the Forum.

Action: Members are to complete the on-line questionnaire by 6 November 2015 or alternatively contact Siobhan at ppi.secretary@hscni.net to request a hard copy.

9 Annual Strategic PPI meeting

The strategic meeting of the Forum will be held on 11th November which will include Directors/Assistant Directors responsible for PPI. The purpose of the meeting will be to provide the strategic leadership and direction for PPI to support embedding PPI into our culture and practice.

Action: Members to submit agenda items by 30 October 2015.

Action: Meeting invite to be sent to service users/carers.

10 Experts by experience presentation

Rodney Morton, Service Improvement Head for Social and Community Services, HSCB, presented an overview of a framework to engage service users in mental health services who are actively involved in co-designing/co-producing work in this service area. The presentation put into context the background to the work and the distinctions between the different levels of service user involvement. Members thanked Rodney for his presentation and asked to be up-dated on the progress of the framework.

Action: Presentation to be shared after the Bamford Monitoring Group meeting.

Action: Supporting reading to be sent to members for their information.

11 Any Other Business

The Chair informed the group that the PHA alongside HSC partners would be focusing on unscheduled care. Members welcomed an overview of the work at the next meeting.

Action: Mary Hinds to present an overview of Unscheduled Care work.

Caroline Kelly submitted a request to determine how much financial resources are committed by each HSC Trust to invest in PPI.

Action: PHA to collate information on request.

12 Date and time of next meetings

Date	Time	Venue
*Monday 22 nd February	1.30pm	Yarn Suite, Mossley Mill
Monday 16 th May	1.30pm	CR2 & CR3
Monday 19 th September	1.30pm	CR2 & CR3 (strategic meeting)
Monday 7 th November	1.30pm	CR2 & CR3

*Please note change of date and location for next Forum meeting.