

**Regional Health and Social Care
Personal and Public Involvement Forum
(Regional HSC PPI Forum)**

Monday 18 September 2017 at 12 noon

Conference Rooms 3 and 4, 12-22 Linenhall Street, Belfast BT2 8BS

PRESENT:

Co-Chair

Donald Harley Service User/Carer- Belfast Health and Social Care
Trust (BHSCT)

Public Health Agency (PHA)

Martin Quinn PHA

Michelle Tennyson PHA

Service User/Carer Representatives

Anne Murray Service User/Carer - South Eastern Health and Social
Care Trust (SEHSCT)

Brian O'Hagan Service User/Carer – The Regulation and Quality
Improvement Authority (RQIA)

Caroline Kelly Service User/Carer - Western Health and Social Care
Trust (WHSCT)

Gerard McWilliams Service User/Carer- Northern Ireland Health and Social
Care Council (NISCC)

Martin Woods Service User/Carer – BHSCT

Sharon Doherty Service User/Carer – Southern Health and Social Care
Trust (SHSCT)

Thelma Dillon Service User/Carer – Northern Health and Social Care Trust (NHSCT)

Trusts

Alison Irwin NHSCT

Carolyn Agnew SHSCT

Siobhan O'Donnell WHSCT

Health and Social Care Partners

Carol Hegarty Northern Ireland Blood and Transfusion Service (NIBTS)

Kate Maguire RQIA

Pauline McMullan Clinical Education Centre (CEC)

Department of Health (DoH)

David Best Department of Health (DoH)

Richard Duffin DoH

APOLOGIES:

Public Health Agency

Mary Hinds PHA

Claire Fordyce PHA

Service User/Carer Representatives

Anne Marie Murray Service User/Carer- Patient Client Council (PCC)

Peter Donnelly Service User/Carer (SHSCT)

HSC Partners

Angela Reed	Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC)
Brenda Horgan	NISCC
Jacqueline Magee	Health and Social Care Board (HSCB)
Lynda Black	PCC

1 Welcome and introductions

Don Harley (DH) welcomed everyone to the meeting, including the new service user/carer representatives who had joined the group. Introductions were made and apologies noted.

2 Matters arising

The minutes from the previous meeting on 15 May 2017 were reviewed and approved with the change - SHSCT PPI Lead is Carolyn Agnew and not Caroline as previously stated.

The following items were noted as matters arising:

Discussion on PPI

There were no comments received by the PHA regarding this programme of work.

A letter of thanks was sent to Dr Michael McBride and his team for their contribution at the Regional HSC PPI Forum meeting on 15 May 2017.

Forum Membership

Both BHSCT and SEHSCT have nominated representatives to attend the Regional HSC PPI Forum meetings. It was noted that there were nominations still outstanding.

Jackie McNeill (PCC) circulated the remaining dates and venues of the remaining Coffee Connections to the members of the Forum.

PPI Research

The PPI Research Action Plan showing integration into the PPI Action Plan will be shared with the members of the Forum at the next meeting on Monday 6 November 2017.

Reimbursement Guidance

Rodney Morton's previous presentation was referenced. Members noted that the issue of reimbursement and indeed payment had again been flagged up in the latest draft of the co-production paper.

Action: Members asked to be updated on any progress made by Rodney Morten in this regard

Service users and carers v community and voluntary sector guide

The group is continuing to develop a draft guide and PHA will share with members of the Forum for comment in due course.

Involvement Plan for Primary Care Transformation Work

There were no comments. The PHA are continuing to work with this group.

3 Leadership

3.1 Co-production Guide for Transformation Implementation Group (TIG)

The CNO's office (DoH) invited the Regional Forum members to review and comment on the draft guide 'Co-production – A 'How to' Guide to Deliver Transformational Change Together'. The Regional Forum developed a response based on a meeting with the group on 21 August 2017 and a submission was made by 31st August. Martin Quinn (MQ) thanked the Forum members for their comments.

A meeting of the Co-production Working Group will be held on 26 September to consider all the feedback to the paper.

There were queries in relation to:

- Clarification regarding the relationship between co-production and PPI.
- Whether the forum should be rebranded to cover both PPI and Co-production
- Concerns about the process and lack of understanding about the potential implications for the system and service users and carers if the guidance is endorsed and issued.

3.2 PPI Leadership Programme

Michelle Tennyson (MT) shared with members the proposal to develop a PPI Leadership Programme for HSC staff and service users and carers. This will help to build leadership for PPI work across HSC and also support the development of skills or individuals. Resources have been secured for a 2018 programme and it is proposed that this will be delivered by the HSC Leadership Centre.

Feedback from members was positive to proceed in line with background paper recommendations.

4 Governance

4.1 Reimbursement guidance

The draft Co-production paper raises the issue of reimbursement with the Regional Forum recommending that a workshop should be held to discuss this matter.

4.2 PPI Action Plan

DH stated that the next Regional PPI Forum meeting on Monday 6 November 2017 will take the form of a workshop to progress 2018/19 priorities.

4.3 Terms of Reference update

Members are asked to review and send final comments to PHA.

Action: Members of the Regional PPI Forum to send comments to kim.conlon@hscni by 31st October.

5 Opportunities and support for involvement

5.1 Engage

Up-date provided as per paper circulated

5.2 PPI Guides

Up-date provided as per paper circulated

5.3 Involvement in strategic groups

To be carried forward for discussion at next meeting.

6 PPI Training

6.1 E-learning for service users/carers

The e-learning training for service users/carers has been completed. This will be accessible via the Engage website and HSC Knowledge Exchange.

7 Performance and monitoring

DH advised the meeting that the HSC monitoring reports for 2017 are currently being finalised and will be submitted to the Department report shortly for consideration as part of the accountability meetings. The reports will then be discussed with the five Trusts at a ground clearing meeting towards the end of November/early December 2017.

8 Progressing the PPI action plan

This item was not discussed

9 Any Other Business

There were no other items to discuss.

10 Date and time of 2017 meeting

- Monday 6 November 2017 at 1.30pm in CR3 and CR4 - Workshop to agree PPI Action Plan and 2018/19 priorities

11 Date and time of 2018 meetings

- Monday 26 February 2018 at 1.30pm in CR3 and CR4
- Monday 14 May 2018 at 1.30pm in CR3 and CR4
- Monday 17 September 2018 at 1.30pm in CR3 and CR4 (Strategic)
- Monday 26 November 2018 at 1.30pm in CR3 and CR4 – proposed workshop

Note: Conference Rooms (CR) are all located on Floor 2, Linenhall Street, Belfast, BT2 8BS.