

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

Monday 24 October 2022 at 2pm

Zoom

Present

Co-chairs

Donald Harley
Michelle Tennyson

Representing/Organisation

Service user and carer
Deputy Director of Nursing and AHP, Public
Health Agency (PHA)

Public Health Agency (PHA)

Bronagh Donnelly
Emmett Lynch
Martin McCrory

Senior PPI Officer
Senior PPI Officer
Regional Peer Mentor Lead for Service
Users and Carers
Project Lead for Patient Client Experience
Forum Secretary
Graduate Intern

Dalrene Masson
James McLaughlin
Toni Steele

Service User and Carer Reps

Brian O'Hagan
Ken Carson

Transformation Advisory Board (TAB)
South Eastern Health and Social Care Trust
(SEHSCT)

Peter Donnelly

Southern Health and Social Care Trust
(SHSCT)

Sharon Doherty
Liz Doran

SHSCT
Belfast Health and Social Care Trust
(BHSCT)

Gerard McWilliams
Thelma Dillon

Patient Client Council (PCC)
Northern Health and Social Care Trust
(NHSCT)

Trusts and HSC partners

Conor Campbell

SEHSCT

Ciara Fox	SEHSCT
David McCann	Regulation and Quality Improvement Authority (RQIA)
Fiona Bradley	Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC)
Jessica Murray	PCC
Leigh Morgan	Northern Health and Social Care Trust (NHSCT)
Neil Gillan	Northern Ireland Ambulance Service (NIAS)
Ruth Allen	SHSCT
Lisa Polland O'Hare	SHSCT
Bronach McMonagle	Western Health and Social Care Trust (WHSCT)
Bryan Nelson	BHSCT
Teresa Fallon	Northern Ireland Guardian Ad Litem Agency (NIGALA)
Mandy Cowden	Northern Ireland Social Care Council (NISCC)
Meredith Gregg	Northern Ireland Medical and Dental Agency (NIMDTA)
Jennifer Mc Erlean	

Department of Health (DoH)

Danielle Mallen	Department of Health (DoH)
Sharon Balmer	Department of Health (DoH)

Apologies

Aaron McClelland	NIMDTA
Anne Marie Murray	Service user and carer – PCC
Alison Irwin	Northern Health and Social Care Trust (NHSCT)
Diarmuid O'Donnell	Strategic Planning and Performance Group (SPPG)
Martin Quinn	PHA
Matthew Gillespie	Northern Ireland Blood Transfusion Service (NIBTS)
Sandra McCarry	BHSCT
Maria Somerville	TAB
Torie Tennant	

Agenda Item	Discussion
1. Welcome and Introduction	Don Harley welcomed everyone to the meeting, introductions were made and apologies noted.
2. Minutes from last meeting on 13 June 2022 and matters arising	The minutes from the previous meeting were reviewed and approved.
3. Review of the Forum	<p>This quarter saw the review of the PPI Forum & preparatory discussions for PPI Policy Review. There have been four meetings to date which covered:</p> <ol style="list-style-type: none"> 1. Rational, Purpose and TOR; 2. Membership. <p>A further meeting has been arranged to look at developing priorities, action plan and issues to consider for the forthcoming review of PPI Policy.</p> <p>Bronagh Donnelly (BD) took the group through the reviewed Terms of Reference (ToR) and agreed revised membership, which the Forum will endeavour to implement in the new year.</p> <p>It was noted that the DoH is keen to facilitate and encourage a wide contribution to the upcoming review of PPI policy, and it is hoped that the revised</p>

	<p>ToR and membership will enable the Forum to be in the strongest place to feed into that review.</p> <p>BD informed the group that discussions are ongoing around the re-establishment of the NI Shared Learning group. This group will consist of various community and voluntary organisations and it is hoped that there will be representation from them on the Forum.</p> <p>ACTION: BD to review membership and bring proposal to January meeting regarding renewal of membership process.</p>
<p>4. Lessons Learned from Covid-19</p>	<p>The Forum held a Task and Finish group that looked at Covid-19 and how it impacted on service user and carer involvement in the HSC. The group met over several months and developed a proposal paper outlining recommendations for the HSC to take into consideration. This paper has been initially shared with HSC and DoH colleagues.</p> <p>BD presented the latest draft to the group highlighting the recommendations from it.</p> <p>Members raised the question around how the paper could be more impactful and highlight the issues relating to Involvement during extremely challenging times in HSC.</p> <p>It was agreed that the group would reconvene for a final meeting to try to address the concerns raised.</p> <p>ACTION: BD to reconvene the T&F group ACTION: Paper to added to the Agenda for the next Forum meeting</p>
<p>5 Regional Guidelines for</p>	

<p>Recognition Payments</p>	<p>Martin McCrory, Jessica Murray and Brian O’Hagan presented an update on the Regional Guidelines for Recognition Payments.</p> <p>The Remuneration Task and Finish group held fortnightly meetings over the summer. Its aim was to discuss the implementation of regional guidance around recognition payments to service users and carers who contribute to programmes of work at a strategic level.</p> <p>It was agreed that service users and carers who contribute at a strategic level will be known as Co-production Associates. The guidelines and processes will be moved into practice in early 2023 for piloted projects.</p> <p>The PCC will support the recruitment and processing of payments, whilst the PHA will oversee the monitoring and evaluation of this work.</p> <p>It is hoped that if successful, there is the potential to move from Regional Guidance to Policy with the support of the DoH.</p> <p>Members noted that the recruitment of Co-production Associates must be done so on a fair and equal basis.</p> <p>Any queries relating to Recognition Payments can be directed to ppi.secretary@hscni.net</p> <p>ACTION – Share Remuneration Paper ACTION – Any queries relating to Recognition Payments can be directed to ppi.secretary@hscni.net</p>
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<p>6 Consultation Scheme</p>	<p>BD informed the group that the Consultation Guide and Consultation Commitment Paper has been agreed and shared with all HSC organisations.</p> <p>Each organisation will now develop their own specific consultations schemes and it has been agreed to undertake a collective consultation process on these schemes.</p> <p>It is anticipated that the public consultation will go live early in the new year.</p> <p>Members will be kept informed and will be able to access it through the Engage website when it is available.</p> <p>ACTION: Share public consultation information with members when available. ACTION: Provide update at next Forum meeting</p>
<p>7 Monitoring</p>	<p>The newly developed Involvement Monitoring Tool has been operational since 1 April this year. Emmett Lynch (EL) presented an Infographic illustrating some key data collected to date.</p> <p>EL thanked all Trust colleagues for their continued support during this process.</p>
<p>8 Any other business</p>	<p>DH thanked members for attending and for their continued commitment to the Forum.</p> <p>BD presented a poll to identify members preferences for future Forum meetings. The group was asked how they would like to conduct future meetings, i.e. Zoom/Face to Face/Hybrid approach.</p> <p>The poll results showed that almost 70% of members would prefer a hybrid approach to</p>

	<p>meetings, where they have the option to attend in person or online.</p> <p>It was noted that there may still be some issues with safety and adequate social distancing for face to face meetings.</p> <p>ACTION: BD to look into current health and safety guidelines and policies around face to face meetings</p>
<p>9 Next meeting</p>	<p>23 January 2022 at 2pm</p>

Action Points:

1. **BD to review Forum membership and ToR in advance of January's meeting.**
2. **BD to reconvene the Lessons Learned Task and Finish Group.**
3. **Lessons Learned Paper to be added to the Agenda for the next Forum meeting.**
4. **MMC to share Remuneration Paper.**
5. **Any queries relating to Recognition Payments can be directed to ppi.secretary@hscni.net**
6. **Share public consultation information with members when available.**
7. **Provide Consultation Scheme update at next Forum meeting.**
8. **BD to look into current health and safety guidelines and policies around face to face meetings.**