

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

**Monday 28 March 2022 at 2pm**

**Zoom**

**Present**

**Co-chairs**

Donald Harley  
Martin Quinn

**Representing/Organisation**

Service User/Carer  
Regional PPI Lead, Public Health Agency

**Public Health Agency (PHA)**

Bronagh Donnelly  
Martin McCrory

PPI Senior Officer  
Regional Peer Mentor Lead for Service  
Users & Carers

**Service User/Carer Reps**

Brian O'Hagan  
Maria Somerville  
Ken Carson

Transformation Advisory Board (TAB)  
TAB  
South Eastern Health and Social Care Trust  
(SEHSCT)  
Southern Health and Social Care Trust  
(SHSCT)  
SHSCT  
Northern Health and Social Care Trust  
(NHSCT)  
NHSCT

Peter Donnelly

Sharon Doherty  
Thelma Dillon

Torie Tennant

**Trusts and HSC partners**

Alison Irwin  
Conor Campbell  
Fiona Bradley

NHSCT  
SEHSCT  
Northern Ireland Practice and Education  
Council for Nursing and Midwifery (NIPEC)

Jessica Harley  
Leah Hadzik

Northern Ireland Blood Transfusion Service  
(NIBTS)

Neil Gillan  
Ruth Allen

Northern Ireland Ambulance Service (NIAS)  
SHSCT

**Department of Health (DoH)**

Danielle Mallen  
Mel Gillen  
Joanne Robinson  
Rachel Scallion

Department of Health (DoH)  
DoH  
DoH  
DoH

**Apologies**

Anne Marie Murray  
Bronach McMonagle

SU/C – PCC  
Western Health and Social Care Trust  
(WHSCCT)

Liz Doran

Belfast Health and Social Care Trust  
(BHSCT)

Mandy Cowden

Northern Ireland Social Care Council  
(NISCC)

Matthew Gillespie  
Michelle Tennyson  
Sandra McCarry

NIBTS  
PHA  
BHSCT

<b>Agenda Item</b>	<b>Discussion</b>
<p><b>1. Welcome and Introduction</b></p>	<p>Don Harley welcomed everyone to the meeting, introductions were made and apologies noted.</p>
<p><b>2. Minutes from last meeting on 17 January 2022 and matters arising</b></p>	<p>The minutes from the previous meeting were reviewed and approved.</p> <p><b><u>Matters arising</u></b></p> <ul style="list-style-type: none"> <li>Agenda item 2: The Involvement and Consultation Commitment paper along with a Consultation Guide are with members for comments, with the aim of signing these off before the Forum reconvenes in June.</li> </ul>



<p><b>2 Cont/- Minutes from last meeting on 11 October 2021 and matters arising</b></p>	<p><b><u>Matters arising cont/-</u></b></p> <ul style="list-style-type: none"> <li>• Agenda item 4: The PHA has replied to the official response sent from the Health Minister – two replies are still outstanding.</li> <li>• Agenda item 5: An Engage Officer (temporary) is now in place to support finalisation of the website and to facilitate work on a launch. Bronagh Donnelly (BD) thanked everyone for their comments regarding the functionality of the site. Ken Carson (KC) and Torie Tennant (TT) are to give feedback regarding accessibility for people with visual impairment.</li> <li>• Agenda item 6: This item is still outstanding although it is hoped to have a task and finish group established and operational from April/May to look at the future Forum purpose, structure, membership and operating arrangements.</li> <li>• Agenda item 7 The PPI team now have a Zoom licence.</li> <li>• Agenda item 7: An invitation has been extended to Maria McIlgorm, Chief Nursing Officer, to attend a future Forum meeting.</li> </ul>
<p><b>3 Monitoring - Update on current monitoring agreement</b></p>	<p>Martin Quinn (MQ) expressed his thanks to everyone involved in getting the monitoring arrangements agreed and to the point of implementation. A Citizen Space survey was developed to capture group members experiences of being involved in the “Monitoring Task and</p>

<p><b>Implementation data/reports</b></p>	<p>Finish Group” – to date seven responses have been received.</p> <p>Emmett Lynch (EL) has offered the Trusts a 1:1 ‘sense’ check each month for the first six months. After six months the “Monitoring Task and Finish Group” will be recalled to review the progress of the monitoring system.</p> <p>EL will attend Regional HSC PPI Forum meetings to update members and provide a high level overview of the data collected from the previous reporting period. This may include a breakdown in SU/C involved in PPI/Co-Production opportunities, a further breakdown in areas of Involvement, levels of Involvement, outcomes etc.</p> <p>The PHA will formally re-activate the PPI and Co-Production monitoring process on the 1 April 2022.</p>
<p><b>4. Lessons Learned Reflection Workshop</b> - Update and progress report</p>	<p>The PHA in partnership with HSC Leadership Centre hosted a workshop on Friday 4 March 2022 entitled ‘Lessons Learned – Moving PPI forward following the COVID 19 Pandemic’.</p> <p>BD went through the summary report (sent to members on 22 March 2022) from the workshop and any agreed actions that came from it.</p> <p>During a discussion various points were made including:</p> <ul style="list-style-type: none"> <li>• PPI leadership could be strengthened within the HSC,</li> <li>• Task and Finish group – to progress work and with agreed timelines,</li> <li>• Mentoring – supporting new SU/C and HSC staff to participate in the Forum,</li> </ul>

	<ul style="list-style-type: none"> <li>• What has worked and where are areas for improvement,</li> <li>• Clarify roles and responsibilities.</li> </ul> <p>Members were asked to take time to read the paper and to send their comments.</p> <p><b>Action: BD to send out Doodle Poll to advance the Forum Review Task &amp; Finish Group</b></p>
<p><b>5 Health Literacy</b></p>	<p>Martin McCrory (MMcC) gave members a short background as to what Health Literacy means and why it is important in the context of Involvement.</p> <p>A regional Health Literacy Group was set up in 2019 to standardise and push forward the Health Literacy agenda in the region, with the most recent meeting being in January 2021. This group developed a Terms of Reference and a draft Action Plan, as well as several supporting documents and tools.</p> <p>Work has commenced on utilising and building on this work in the context of PPI, looking at how the HSC communicates Involvement opportunities and consultations.</p>
<p><b>6 Involvement Promotion, Tools and Resources - Ulster Fry video</b></p>	<p>Members agreed that the Forum should be a vehicle to share any Involvement tools, materials, resources and support for any promotional work they are undertaking in relation to involvement. As the new Engage site comes into operation it will be able to house any materials, training and opportunities that members wish to promote.</p> <p>It was agreed that further work will be required to ensure the Forum remains relevant, fit for purpose and true to its core objective of advancing</p>

Involvement in the HSC for the benefit of service users, carers, staff and the HSC itself.

**Action: BD to share launch of new revamped Engage site with members.**

On the new Engage website a group of participants, from the 5<sup>th</sup> cohort of the Leading in Partnership programme, developed a short video with Ulster Fry. The video was shared with Forum members who warmly welcomed it and congratulated those responsible for its development.

MMcC reminded members that significant work had previously taken place across the HSC system examining and progressing the issues of reimbursement and remuneration (payment) to Service Users and Carers for their time/input when they contribute a significant level of expertise in the development of new or ongoing services, policies and strategies within HSC.

The DoH issued formal guidance in 2021 for reimbursement based on this work and now the PHA and PCC are collaborating on progressing the work on the remuneration aspect.

It is proposed to facilitate a workshop on Tuesday 10 May 2022 (10am to 1pm) to bring key stakeholders in this area together, reflect on the excellent work carried out to date and agree a way forward with timelines and a clear consensus on how to make remuneration a reality.

**Action: Martin McCrory to send members joining instructions to the PPI Remuneration Workshop**

<p><b>7 Any other business</b></p>	<p>DH thanked members for their attendance and their commitment to the Forum.</p> <p>In relation to the PHA Chief Executive attendance at the June Forum meeting, DH proposed a small group meet to plan for the meeting.</p> <p><b>Action: BD to send out Doodle Poll for potential meeting dates.</b></p> <p>DH also brought members' attention to the change in dates for the Forum meeting in June and October 2022 and also for January 2023. The meetings will now take place on:</p> <p>Monday 13 June 2022, Monday 24 October 2022 Monday 23 January 2023</p>
<p><b>8 Next meeting</b></p>	<p>Monday 13 June 2022 at 2pm</p>

**Action Points:**

**Agenda Item 4:**

- Action: BD to send out Doodle Poll to advance the Forum Review.

**Agenda Item 6:**

- Bronagh Donnelly to share information on the revamped Engage site with members, when available.
- Martin McCrory to send members joining instructions to the PPI Remuneration Workshop

**Agenda Item 7:**

- Bronagh Donnelly to send a Doodle Poll out to members who wish to participate in a pre-planning discussion prior to the PHA's Chief Executives attendance at the June Forum meeting.