

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

**Monday 13 June 2022 at 2pm**

**Zoom conference facilities**

**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

Linda Craig

PPI Senior Officer  
Regional Peer Mentor Lead for Service  
Users & Carer  
PCE Regional Lead

**Service User/Carer Reps**

Brian O'Hagan

Transformation Advisory Board (TAB)

Ken Carson

South Eastern Health and Social Care Trust  
(SEHSCT)

Peter Donnelly

Southern Health and Social Care Trust  
(SHSCT)

Sharon Doherty

SHSCT

Torie Tennant

Northern Health and Social Care Trust  
(NHSCT)

Liz Doran

Belfast Health and Social Care Trust  
(BHSCT)

Gerard McWilliams

Patient Client Council

**Trusts and HSC partners**

Alison Irwin  
Conor Campbell

NHSCT  
SEHSCT

Fiona Bradley	Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC)
Jessica Murray Leah Hadzik	Northern Ireland Blood Transfusion Service (NIBTS)
Neil Gillan Ruth Allen Bronach McMonagle Diarmuid O'Donnell Bryan Nelson Teresa Fallon Mandy Cowden	Northern Ireland Ambulance Service (NIAS) SHSCT WHsCT SPPG BHSCT NIGALA NISCC

**Department of Health (DoH)**

Danielle Mallen Mel Gillen Sharon Balmer	Department of Health (DoH) DoH DoH
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**Apologies**

Anne Marie Murray	SU/C – PCC
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Mandy Cowden	Northern Ireland Social Care Council (NISCC)
Matthew Gillespie Michelle Tennyson Sandra McCarry Maria Somerville	NIBTS PHA BHSCT TAB

<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Welcome and Introduction</b>	Don Harley welcomed everyone to the meeting, introductions were made and apologies noted.
<b>2. Minutes from last meeting on 28 March 2022 and matters arising</b>	The minutes from the previous meeting were reviewed and approved.  <b>Agenda Item 4:</b>

	<ul style="list-style-type: none"> <li>• Action: Bronagh Donnelly (BD) to send out Doodle Poll to advance the Forum review. Forum review has been started, see update below.</li> </ul> <p><b>Agenda Item 6:</b></p> <ul style="list-style-type: none"> <li>• BD to share the launch date of new revamped Engage site with members. New launch date was shared and members encouraged to attend. Action completed.</li> <li>• Martin McCrory to send members joining instructions to the PPI Remuneration Workshop. Workshop has taken place. Action completed.</li> </ul> <p><b>Agenda Item 7:</b></p> <ul style="list-style-type: none"> <li>• BD 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. Action completed.</li> </ul>
<p><b>3. Update from Task &amp; Finish Groups:</b></p>	<p><b>Lessons learned from COVID</b></p> <p>BD gave an update to members on the Lessons Learned from Covid Workshop that took place on Friday 10 June. This was the second workshop that focused on what recommendations could be made from the experience of Covid in relation to the involvement of service user and carers (SUC) during the pandemic.</p> <p>In partnership with the HSC Leadership Centre, a short paper will be produced and members will be asked to recommend who the report should be shared with.</p> <p>Key recommendations:</p> <ul style="list-style-type: none"> <li>• Change - create a system where PPI cannot be easily put aside in any future crisis.</li> </ul>

	<ul style="list-style-type: none"> <li>• Communication - put a screening process in place.</li> <li>• Resource – Establish a single point for oversight with responsibility and authority.</li> </ul> <p><b>Action: BD to share proposal paper with members for final comments before distribution.</b></p> <p><b>Review of Forum</b>  BD gave a brief update on the ongoing review of the Regional PPI Forum. BD informed members that a Task and Finish Group has been set up and has met on three separate occasions. The group has looked at the rationale, purpose, terms of reference and membership. Further meetings will take place towards the end of the summer to further advance the review and to look at how we update membership and identify key areas of work going forward.</p> <p><b>Action: BD will share reviewed Terms of Reference with members for further comments and share dates for next Task and Finish Group meetings.</b></p>
<p><b>4. Presentation</b></p>	<p>DH took the opportunity to welcome the PHA CEO Aidan Dawson to the meeting.</p> <p><b>Regional PPI Forum 10 years on:</b></p> <p>Martin Quinn (MQ) gave a brief presentation showcasing some of the work of the Forum over the past 10 years, this included:</p> <ul style="list-style-type: none"> <li>• PPI Standards,</li> <li>• Monitoring,</li> </ul>

	<ul style="list-style-type: none"> <li>• Training,</li> <li>• Engage website,</li> <li>• Support for service users/carers</li> </ul> <p>MQ also gave an update on how Involvement, Co-Production and Partnership Working has advanced over the past decade with a particular focus on:</p> <ul style="list-style-type: none"> <li>• Cultural shift</li> <li>• Partnership Approach (Regional HSC PPI Forum)</li> <li>• Leadership, Advice &amp; Guidance</li> </ul>
<p><b>5 Presentation</b></p>	<p>SUC representative Maria Somerville, recorded a message for PHA CEO where she gave a personal account of her experience as a carer and her involvement as a SUC representative within the Regional PPI Forum. Maria emphasised the importance of having a PPI Regional Forum that shaped and influenced how Involvement, Co-Production and Partnership Working was advanced within the HSC.</p> <p>Maria concluded by asking the PHA CEO to continue supporting the Forum and to continue to use his influence to advance Involvement, Co-Production and Partnership Working within the HSC.</p>
<p><b>6 Discussion</b></p>	<p>The PHA CEO Aidan Dawson (AD) addressed members by thanking them for the invitation to attend and for sharing the work that has been advanced through the partnership approach over the past 10 years.</p> <p>AD gave members a brief overview of his work background and the importance he himself places</p>

	<p>on Involvement, Co-Production and Partnership Working.</p> <p>AD highlighted the leadership role that PPI has within the PHA and also the role that the Forum has in helping the PHA to fulfil its duty.</p> <p>AD pledged his support for the Forum and the Involvement, Co-Production and Partnership Working agenda.</p> <p>Members were invited to make comments which included:</p> <ul style="list-style-type: none"> <li>• Issue of resourcing;</li> <li>• Build capacity;</li> <li>• Importance the role of the carer and their contribution to the wider HSC system;</li> <li>• Need to build authority into PHA via monitoring;</li> <li>• Need to move towards an agreed terminology i.e. Involvement, Co-Production and Partnership Working;</li> <li>• Consistency across the HSC in terms of Involvement, Co-Production and Partnership Working;</li> <li>• Influence PPI review.</li> </ul>
<p><b>7 Any other business</b></p>	<p>DH thanked AD for attending and members for their continued commitment to the Forum.</p> <p>The next meetings are scheduled for:</p> <p>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 3:**

**Action: BD to share proposal paper with members for final comments before distribution.**

**Action: BD will share reviewed Terms of Reference with members for further comments and share dates for the next Task and Finish Group meetings.**