

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

**Monday 17 January 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  
Emmett Lynch  
Linda Craig  
Martin McCrory

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

**Service User/Carer Reps**

Brian O'Hagan  
Liz Doran  
Maria Somerville  
Peter Donnelly

Transformation Advisory Board (TAB)  
Belfast Health and Social Care Trust (BHSCT)  
TAB  
Southern Health and Social Care Trust  
(SHSCT)  
SHSCT  
Northern Health and Social Care Trust  
(NHSCT)  
NHSCT

Sharon Doherty  
Thelma Dillon

Torie Tennant

**Trusts and HSC partners**

Alison Irwin  
Bronach McMonagle

NHSCT  
Western Health and Social Care Trust  
(WHSCT)

Ciara Fox

South Eastern Health and Social Care Trust  
(SEHSCT)

Conor Campbell

SEHSCT

Demi McKay  
Fiona Bradley

Fiona McCallion  
Julie Dickenson

Leah Hadzik

Leigh Morgan  
Lisa Polland-O'Hare  
Mandy Cowden  
Margaret Devlin-Hania  
Meredith George obo  
Mark McCarey  
Sandra McCarry  
Sorcha Forbes obo  
Johny Turnbull

Northern Ireland Ambulance Service (NIAS)  
Northern Ireland Practice and Education  
Council for Nursing and Midwifery (NIPEC)  
Clinical Education Centre (CEC)  
Regulation and Quality Improvement Authority  
(RQIA)  
Northern Ireland Blood Transfusion Service  
(NIBTS)  
NHSCT  
SHSCT  
Northern Ireland Social Care Council (NISCC)  
SHSCT  
Northern Ireland Medical and Dental Training  
Agency (NIMDTA)  
BHSCT  
PCC

**Department of Health (DoH)**

Danielle Mallen  
Mel Gillen  
Sandra Balmer

Department of Health (DoH)  
DoH  
DoH

**Apologies**

Anne Marie Murray  
Diarmuid O'Donnell  
Johny Turnbull  
Mark McCarey  
Matthew Gillespie  
Michelle Tennyson

SU/C – PCC  
Health and Social Care Board  
PCC  
NIMDTA  
NIBTS  
PHA

Agenda Item	Discussion
1. <b>Welcome and Introduction</b>	Don Harley welcomed everyone to the meeting, introductions were made and apologies noted.

<b>Agenda Item</b>	<b>Discussion</b>
<p><b>2. Minutes from last meeting on 11 October 2021 and matters arising</b></p>	<p>The minutes from the previous meeting were reviewed and approved.</p> <p><b>Consultation scheme –</b> A task and finish group was established to advance the work on the consultation scheme. A guide has been produced and will be available to the HSC organisations.</p> <p><b>Action:</b> An Involvement and Consultation Commitment paper has also been developed and will be sent to members for final comments.</p>
<p><b>3 Monitoring - re-establishing and advancing monitoring within HSC</b></p>	<p>Emmett Lynch (EL) advised members that in November 2021 a Monitoring Task and Finish Group was set up to look at the re-establishment of monitoring involvement within the Health and Social Care which will be introduced from April 2022. The group consists of service users/carers, HSC organisations, and the Department of Health.</p> <p>PPI Senior Officers have met with PPI leads and their teams to discuss current/previous monitoring arrangements and proposed new monitoring templates</p> <p>EL gave a presentation showing the collective work of the members and what the future monitoring arrangements will look like. It was affirmed that there is a need and an aspiration to have each Trust collecting the same PPI and Co-Production data consistently across the region, this will ensure we can showcase the positive impact of involvement and the outcomes that involvement work has on HSC.</p> <p><b>Action:</b> An open invitation to be issued to all members who would be interested in joining the group.</p>

<b>Agenda Item</b>	<b>Discussion</b>
<p><b>4 Lessons Learned Reflection Workshop</b></p>	<p>At the previous forum meeting members expressed their desire to have a lessons learned reflection exercise on what we have learned from COVID in terms of Involvement.</p> <p>The lessons learned reflection exercise workshop is to take place on Friday 4 March 2022 from 9.30am to 12.30pm via zoom. The workshop will include:</p> <ul style="list-style-type: none"> <li>• How do we as a Forum influence those with responsibility for rebuild to ensure that Involvement is a priority in the rebuild work?</li> <li>• Do forum members have ideas/suggestions on steps that we can take, or things we can do to make Involvement a tangible reality in rebuild and associated work?</li> <li>• How can the key lessons from Involvement or lack of it be identified and utilised to inform future work?</li> </ul> <p><b>Action:</b> An invitation to attend the Lessons Learned Reflection Workshop on 4 March 2022 will be sent to all members.</p> <p>Members were advised that the service users/carers had written to Robin Swann and cc to the Health Committee regarding the lack of PPI to service users/carers during Covid.</p> <p>An official response had been received from the DoH which was sent to the Chief Executive Officers in the HSC Trusts and other organisations directing them to also reply. To date, four Trusts have replied back leaving one Trust, the Public Health Agency and PCC yet to reply.</p> <p><b>Action:</b> HSC organisations which have yet to reply are encouraged to do so.</p>

<b>Agenda Item</b>	<b>Discussion</b>
<p><b>5 Engage Relaunch</b></p>	<p>Bronagh Donnelly (BD) gave a demonstration of the new revamp and redesign Engage site.</p> <p><b>Action:</b> A link will be sent to members asking for their specific feedback to ensure the site is accessible to everyone.</p>
<p><b>6 Future Forum Format</b></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 Involvement in the HSC for the benefit of service users, carers, staff and the HSC itself.</p> <p>Updating the Forum's Terms of Reference to reflect a refocused sense of purpose and rationale was agreed. Looking at our method of operation and membership, in light of recent developments and the envisaged review of PPI policy etc. An injection of innovative thinking and an external perspective might also be needed with a complete flexibility to look at new ideas and opportunities presented through this process.</p> <p><b>Action:</b> Establish a task and finish group to aid the progress of reviewing and updating the Forum. DH as co-chair, volunteered to be part of this and others are encouraged to consider participating</p>
<p><b>7 Any other business</b></p>	<p>DH thanked members for their attendance and their commitment to the Forum and in particular to those who have contributed to the advancement of the Consultations Guide and Commitments paper and the new monitoring arrangements.</p>

<b>Agenda Item</b>	<b>Discussion</b>
<p><b>7 Any other business cont/-</b></p>	<p>Martin Quinn (MQ) apologised for the delay in starting the meeting. As the PPI team do not have access to their own zoom link the team are depended on the goodwill of other teams.</p> <p><b>Action:</b> PHA team to make representation to PHA senior management to provide the team with their own zoom account.</p> <p>There was a short debate about leadership and accountability for Involvement in the HSC. The group felt there would be merit in inviting senior leaders to meet them.</p> <p><b>Action:</b> PHA Chief Executive to meet with the Forum (now confirmed for June 2022 meeting)</p> <p><b>Action:</b> An invitation will be extended to the new Chief Nursing Officer to consider attending a future Forum meeting</p>
<p><b>8 Next meeting</b></p>	<p>Monday 28 March 2022 at 2pm</p>

**Action Points:**

**Agenda Item 2:**

- An Involvement and Consultation Commitment paper has also been developed and is currently with members for final comments.

**Agenda Item 3**

- Emmett Lynch issued an invitation to all members who would be interested in joining the Monitoring Task and Finish group.
- Any member interested in joining the Monitoring Task and Finish group to send notification to Emmett Lynch.

**Agenda item 4**

- Bronagh Donnelly to send out invitations to attend the Lessons Learned Reflection Workshop on 4 March 2022.
- HSC organisations which have yet to reply to SU/C letter written the Health Minister are encouraged to do so.

**Agenda item 5**

- Bronagh Donnelly to send the link for the new Engage site to members for their comments regarding the functionality of the site.

**Agenda item 6**

- Task and Finish groups to be established to aid the progress of Forum areas of work.

**Agenda item 7**

- Martin Quinn to bring to the attention of Michelle Tennyson the need for PPI team to have their own zoom licence.
- PHA Chief Executive to meet with the Forum (Now confirmed for June 2022 mtg)
- An invitation has been extended to the new Chief Nursing Officer to consider attending a future Forum meeting.