

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

**Monday 23 January 2023 at 2.00pm**

**Zoom**

**Present**

**Co-chairs**

Donald Harley  
Martin Quinn

**Representing/Organisation**

Service user and carer (SU/C)  
Regional PPI Lead, Public Health Agency  
(PHA)

**Public Health Agency (PHA)**

Bronagh Donnelly  
Emmett Lynch  
Linda Craig  
James McLaughlin

Senior PPI Officer  
Senior PPI Officer  
Regional Lead for Patient Client Experience  
Forum Secretary

**Service User and Carer Reps**

Brian O'Hagan  
Ken Carson

Maria Sommerville  
Gerard McWilliams  
Thelma Dillon

Transformation Advisory Board (TAB)  
South Eastern Health and Social Care Trust  
(SEHSCT)  
Patient & Carer Education Partnership (PCEP)  
Patient Client Council (PCC)  
Northern Health and Social Care Trust  
(NHSCT)

**Trusts and HSC partners**

Bronach McMonagle

Conor Campbell  
Ciara Fox  
Jessica Murray  
Jill McPeak  
Leigh Morgan  
Lisa Polland O'Hare

Western Health and Social Care Trust  
(WHSCT)  
SEHSCT  
SEHSCT  
PCC  
Belfast Health and Social Care Trust (BHSCT)  
NHSCT  
Southern Health and Social Care Trust  
(SHSCT)



## Public Health Agency

Leah Hadzik

Northern Ireland Blood Transfusion Service  
(NIBTS)

Neil Gillan  
Oonagh Quigg

Northern Ireland Ambulance Service (NIAS)  
WHST

Ruth Allen  
Mandy Cowden  
Meredith Gregg

SHST  
Northern Ireland Social Care Council (NISCC)  
Northern Ireland Medical and Dental Agency  
(NIMDTA)

### **Department of Health (DoH)**

Danielle Mallen  
Mel Gillen

Department of Health (DoH)  
DoH

### **Apologies**

Teresa Fallon

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

Alison Irwin  
Matthew Gillespie  
Fiona Bradley

NHSCT  
NIBTS  
Northern Ireland Guardian Ad Litem Agency  
(NIGALA)

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<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Welcome and Introduction</b>	Don Harley (DH) welcomed everyone to the meeting, introductions were made and apologies noted.
<b>2. Minutes from last meeting matters arising</b>	DH explained that some of the actions from the last meeting in October will be substantive agenda items today including Terms of Reference (ToR), Lessons Learned Paper and Consultation Scheme: <ul style="list-style-type: none"> <li>• Terms of Reference –Bronagh Donnelly (BD) shared the ToR with members and agreed to make further amendments and bring back to the members for approval today.</li> <li>• Lessons Learned Paper – following the last meeting, members agreed to reconvene and make any amendments that was necessary and bring back to wider group today for their information.</li> <li>• Remuneration paper shared – Martin McCrory (MMC) has shared the remuneration paper with members for their information.</li> <li>• Consultation Scheme Public Consultation – to be discussed on today’s agenda.</li> </ul>
<b>3. Review of the Forum</b> <b>a. Terms of Reference, approve and sign off</b>	Martin Quinn (MQ) introduced the agenda item. The draft final version of the updated Forum Terms of Reference was presented by BD for members’ consideration, approval and adoption.  It is hoped that the revised ToR and membership review will enable the Forum to be in the strongest place to further advance Involvement, Co-Production and Partnership Working in the HSC and to enable the group to most effectively feed into the DoH review of PPI policy and related areas.

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	<p>A Task and Finish group will be established, drawing membership from the Forum and other interested parties to identify and examine potential areas for consideration in the upcoming policy review.</p> <p>BD then took the group through the reviewed ToR which was shared in advance of the meeting with members. It was noted that there will be some supporting documents to the ToR such as the Code of Conduct and Role Description etc which are under development.</p> <p>Members had the following comments on the draft ToR;</p> <ul style="list-style-type: none"> <li>- Dannielle Mallon (DM) highlighted that perhaps her specific job role within the DoH should be referenced specifically as being part of the Forum.</li> <li>- Some members suggested that there might need to be some flexibility regarding recruitment to enhance uptake.</li> <li>- There is a gap for RQIA membership in terms of SU/C.</li> </ul> <p>The connectivity between PPI and PCE should be expressly noted in the final ToR for the Forum. MQ and Linda Craig (LC), Regional Lead for PCE, advised that there was an integrated plan in the PHA for PPI and PCE which sets out joint working approaches.</p> <p><b>ACTION: PHA PPI and PCE Leads to work together to see how their connectedness might best be reflected in the Forum ToR.</b></p> <p><b>ACTION: Members to contact <a href="mailto:ppi.secretary@hscni.net">ppi.secretary@hscni.net</a> if they have any further comments around the Forum ToR by 20/03/2023.</b></p>

Agenda Item	Discussion
<p><b>b. Future Forum Membership</b></p>	<p><b>ACTION:BD to finalise ToR based on feedback.</b></p> <p>Members have agreed that the time is right for not only a review of the Forum purpose, operation, and structure, but also for us to look at refreshing membership. MQ advised that this is not necessarily a standing down of members. Rather it was an opportunity to look at our membership. Is it possible to bring in new people to support others in moving on in their Involvement journey? Members agreed that it is time for renewal and to refresh.</p> <p>This includes the SU/C representation and the commitment from HSC organisations regarding their nominated representatives and participation. The ToR has set out indicative mechanisms around roles, membership and recruitment.</p> <p>MQ advised members that we are now seeking agreement within the updated ToR on how to;</p> <ul style="list-style-type: none"> <li>• Recruit/Confirm membership.</li> <li>• Agree the process for standing down members when it is appropriate to do so.</li> <li>• Support/Guide people in continuing their involvement journey.</li> <li>• Manage non-attendance by HSC partners.</li> </ul> <p>Brian O’Hagan (BOH) highlighted the difficulty in recruiting SU/C in the first place and that there needs to be a degree of flexibility when it comes down to standing down members, or the system will lose that expertise and experience. It needs to be managed in a structured way and not a wholesale stand down of membership and completely new members recruited en masse.</p> <p>Ruth Allen (RA) suggested that an option could be that recruitment is all through open call, with Trusts</p>

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	<p>promoting that locally. RA noted that Trusts would be happy to promote at a local level.</p> <p>MQ acknowledged RA suggestion but advised that the PHA and DoH were keen that SU/C retained a link in each Trust's local involvement arrangements/structures.</p> <p>One suggestion, that might mitigate that loss of local connection, was for one of the SU/C nominations to be brought forth through the Trust itself drawing from existing SU/C partnership arrangements that exist and the other Trust SU/C rep in each area to be recruited through an open call process, but with certain appropriate criteria in place.</p> <p>Lisa Polland O'Hare (LPO) advised that we need to be clear on how we stand down and retain members. It was suggested that it may be beneficial to create a waiting list and recruit SU/C from the various T&amp;F groups, where they could then rotate into the Forum.</p> <p>MQ thanked members for their input and advised that this will be looked at further, to see how we can implement the suggested changes to membership.</p> <p><b>ACTION: T&amp;F group for recruiting/confirming membership/managing attendance to be established.</b></p> <p>Maria Somerville (MS) highlighted the issue around SU/C and their attendance. There needs to be an understanding that some SU/C have constraints on their time and therefore are unable to attend every meeting. There needs to be flexibility around this and better use made of the Forum 'buddy' system and officer support for that member in terms of catch up etc.</p>

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	<p>Members agreed that the ToR will be adopted subject to the indicative suggested changes.</p>
<p><b>4. Lessons Learned from Covid-19</b></p>	<p>During the last year, the SU/C members of the Forum met several times to look at Covid 19 and how it impacted on SU/C involvement in the HSC. The group developed a proposal paper outlining three recommendations for the HSC to take into consideration.</p> <p>Members were reminded that this is a SU/C led document rather than an HSC paper. The paper was shared at the last Forum meeting in October and members agreed it would benefit from strengthening of the message of how Covid impacted on the Involvement of SU/C during the pandemic.</p> <p>DH informed members that the group reconvened last week and some further suggestions came from the meeting.</p> <p><b>ACTION:BD is to update the paper further based on members feedback. Members will then be given one final opportunity to comment and SU/C members will then decide how they wish to disseminate it.</b></p>
<p><b>6 Consultation Scheme</b></p>	<p>As shared at the previous Forum meeting in October, the HSC organisations have agreed to use a standardised template for the development of their respective updated Consultation Schemes. These have been going through the HSC organisation's respective approval processes.</p> <p>It is anticipated that a joint public consultation on the respective schemes will go live in the new financial year. Members will be informed once it is live and will be able to access it through the Engage website.</p>



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	<p>PPI Leads were thanked for their support in finalising this co-produced approach and members are encouraged to participate and respond to joint consultation.</p> <p><b>ACTION: Anyone who has any comments regarding the Consultation Scheme please send through to <a href="mailto:ppi.secretary@hscni.net">ppi.secretary@hscni.net</a></b></p>
<p><b>7 Monitoring</b></p>	<p>Involvement monitoring was re-introduced in April 2022 after an exhaustive co-production process. At the last Forum meeting in October, Emmett Lynch (EL) presented a synopsis of the process and the results gathered to that point.</p> <p>The PHA and DoH expect that the Trust based Partnership Working Officer (PWO) posts will be critical in maximizing both the quantity and quality of returns. It is key that as comprehensive and accurate a picture as possible emerges from the monitoring.</p> <p>It is envisaged that there will be one more meeting of the T&amp;F group to support the review and upgrade of the monitoring templates. The new template will then be implemented from the start of April 23.</p> <p>Members were also advised that Maggie Hamilton (MH) from the PHA PPI Team will be working with Trusts to support the gathering of good practice. This builds on the monitoring that is now in place, enabling good practice Involvement to be identified and written up in more detail, which can augment reports on Involvement and which can facilitate the sharing of learning by being placed on Engage.</p> <p>Emmett concluded by thanking all members of the T&amp;F group for the time and input into the process.</p>



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	<p><b>ACTION: EL to present a further monitoring update at the next meeting.</b></p>
<p><b>8 Good Practice</b></p>	<p>DH explained that in order to enable the Forum to fulfil one of its core objectives, which is about sharing best practice, it was proposed that a standing item on the Forum agenda of ‘sharing the learning’ be re-introduced.</p> <p>Members agreed to commence this at the March or June meeting. A template will be developed for members to use when it comes to presenting and sharing.</p> <p><b>ACTION: Template to be developed and shared with members for input before the adoption of the document.</b></p> <p>MH will work with Trust PWO’s as part of the monitoring arrangements to identify possible best practice to be shared at Forum meetings.</p>
<p><b>9 Any other business</b></p>	<p>DH informed members of the following points which were discussed at the SU/C meeting.</p> <ul style="list-style-type: none"> <li>- Suggestion for the Forum to reinitiate a PPI/PCE event which would be similar to NICON/Involvefest. Where senior staff can be exposed to the benefits to PPI/PCE.</li> <li>- It was noted that it would be valuable to have a report around what issues/problems have arisen post Covid. What else is going on in relation to PPI activity.</li> <li>- Some SU/C members feel exposed when sitting on certain involvement projects. It might be beneficial to have an underlying ‘support body’ similar to a think tank, were SU/C can draw on other people to get a wider</li> </ul>

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	<p>perspective. It would reinforce the SU/C aspect of it and provide a renewed confidence to members.</p> <ul style="list-style-type: none"> <li>- DH suggested that an invitation be extended to the Chief Nursing Officer (CNO) to attend the meeting in June. DM agreed and requested that an email from the Co-chairs be sent to formally invite the CNO to the June meeting.</li> </ul> <p>DM advised members that she has taken up a new post and that this will be her last Forum meeting. She thanked members for all their support over the last couple of years and wished the group all the best in the future.</p> <p>DH thanked Danielle on behalf of members for her contribution to the Forum and wished her all the best in the future.</p> <p>DH thanked members for their attendance and their commitment to the Forum and also reminded members that the next meeting will take place on Monday 20th March 2023.</p> <p><b>ACTION: Suggested workshop to look at SU/C recruitment.</b></p> <p><b>ACTION: Consider additional matters raised during this meeting as future agenda items.</b></p>
<p><b>9 Next meeting</b></p>	<p>20 March 2023 at 2pm</p>

## ACTIONS

1. PHA PPI and PCE Leads to work together to see how their connectedness might best be reflected in the Forum ToR.

2. Members to contact [ppi.secretary@hscni.net](mailto:ppi.secretary@hscni.net) if they have any further comments around the Forum ToR by 20/03/2023.
3. BD to finalise ToR based on feedback.
4. T&F group for recruiting/confirming membership/managing attendance to be established.
5. BD is to update the Lessons Learned paper further based on members feedback. Members will then be given one final opportunity to comment and SU/C members will then decide how they wish to disseminate it.
6. Anyone who has any comments regarding the Consultation Scheme please send through to [ppi.secretary@hscni.net](mailto:ppi.secretary@hscni.net)
7. EL to present a further monitoring update at the next meeting.
8. Template to be developed and shared with members for input before the adoption of the document.
9. Suggested workshop to look at SU/C recruitment.
10. Consider additional matters raised during this meeting as future agenda items.

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