



Public Health  
Agency

Regional Health and Social Care

**Personal and Public Involvement Forum**

**(Regional HSC PPI Forum)**

**Monday 20 March 2023 at 2.00pm**

**Zoom**

**Present**

**Co-chair**

Martin Quinn

**Representing/Organisation**

Regional PPI Lead, Public Health Agency  
(PHA)

**Public Health Agency (PHA)**

Bronagh Donnelly  
James McLaughlin

Senior PPI Officer  
Secretariat

**Service user and carer reps  
(SUC)**

Maria Sommerville  
Gerard McWilliams  
Thelma Dillon

Patient & Carer Education Partnership (PCEP)  
Patient Client Council (PCC)  
Northern Health and Social Care Trust  
(NHSCT)

Sharon Doherty

Southern Health and Social Care Trust  
(SHSCT)

Peter Donnelly

SHSCT

**Trusts and HSC partners**

Conor Campbell  
Jessica Murray  
Gary Cooper  
Lisa Polland O'Hare  
Kathleen O'Hare  
Neil Gillan  
Ruth Allen  
David McCann

SEHSCT  
PCC  
Belfast Health and Social Care Trust (BHSCT)  
SHSCT  
SHSCT  
Northern Ireland Ambulance Service (NIAS)  
SHSCT  
Regulation and Quality Improvement Authority  
(RQIA)

Dearbhla Renaghan  
Aaron McClelland

RQIA  
Northern Ireland Medical and Dental Agency  
(NIMDTA)



**Department of Health (DoH)**

Andrew Webb

Department of Health

**Apologies**

Michelle Tennyson

Alison Irwin

Brian O'Hagan

Fiona Bradley

Leah Hadzik

Linda Craig

Bryan Nelson

Leigh Morgan

Mandy Cowden

PHA

NHSCT

Transformation Advisory Board

Northern Ireland Practice and Education

Council (NIPEC)

Northern Ireland Blood Transfusion Service  
(NIBTS)

PHA

BHSCT

NHSCT

Northern Ireland Social Care Council (NISCC)

<b>Agenda Item</b>	<b>Discussion</b>
<p><b>1. Welcome and Introduction</b></p>	<p>Martin Quinn (MQ) welcomed everyone to the meeting, introductions were made and apologies noted.</p> <p>The group were informed that Don Harley has stood down as Co-chair of the Forum with immediate effect.</p> <p>MQ passed on his sincere thanks to Don who has co-chaired the Forum for a number of years.</p> <p>An election process will be undertaken in the coming months to secure a new co-chair. This will commence once the updated membership of SUC has been completed.</p> <p><b>ACTION: PPI Team to write to Don Harley conveying thanks and best wishes on behalf of the Forum.</b></p>

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	<p><b>ACTION: Members to send thoughts and comments to <a href="mailto:ppi.secretary@hscni.net">ppi.secretary@hscni.net</a> to be included on a message of thanks.</b></p> <p>Andrew Webb was welcomed to the Forum. He has started his new role as PPI Policy Lead with the DoH succeeding Danielle Mallon who left the DoH Chief Nursing Officers team recently.</p>
<p><b>2. Minutes from last meeting matters arising</b></p>	<p>Action notes from the previous meeting held on Monday 23 January:</p> <ul style="list-style-type: none"> <li>• <b>Recruitment of SUC onto the Forum</b> - a Task and Finish group will take place on 3 April 2023 to look at the arrangements for the recruitment and retention of SUC on the Forum.</li> </ul> <p><b>ACTION: If anyone would like to participate this process, email <a href="mailto:ppi.secretary@hscni.net">ppi.secretary@hscni.net</a></b></p> <ul style="list-style-type: none"> <li>• <b>Forums Terms of Reference (ToR)</b> – following the meeting in January, amendments have now been made to the Terms of Reference. Members agreed to adopt the new Terms of Reference document.</li> <li>• <b>Final version of Lessons Learned SUC paper</b> – for members’ information, the final SUC Lessons Learned from Covid Reflection Paper has been agreed and shared. The SUC members will now agree the appropriate means of dissemination.</li> </ul> <p><b>ACTION: PHA PPI team to issue final version of Forum ToR.</b></p> <p><b>ACTION: Meeting to be scheduled regarding the dissemination of the paper.</b></p> <p><b>ACTION: Contact list to be created detailing recipients of the paper and any comments received.</b></p>

Agenda Item	Discussion
<p><b>3. Priorities for Involvement</b></p>	<p>Martin Quinn introduced the agenda item.</p> <p>The Forum continues to be a key vehicle through which the PHA exercises much of its leadership in the field of Involvement, Co-Production and Partnership Working. MQ shared the following key priority areas that the PPI team have identified for the next 2/3 years and welcomed any comments and suggestions from members.</p> <ol style="list-style-type: none"> <li>1. <b>Strategic leadership, advice and guidance</b> - A core function of the PHA PPI team is the provision of professional advice, support and guidance on Involvement, on strategic, high profile, sensitive, cross organisational issues/projects. The support provided varies, but in the main entails: <ul style="list-style-type: none"> <li>• The provision of professional Involvement advice and guidance, stakeholder analysis and development of Involvement plans.</li> <li>• Practical support in helping the project promoter to identify, secure and facilitate service users and carers participation.</li> <li>• Development of monitoring arrangements.</li> <li>• Identification and sharing of best practice.</li> </ul> </li> <li>2. <b>Involvement training</b> - The PHA commissions, designs, delivers and promotes Involvement, Co-Production and Partnership Working training opportunities for HSC staff, service users and carers and Community and Voluntary sector colleagues. <p>Training programmes include:</p> <ul style="list-style-type: none"> <li>• Leading in Partnership, which is now in its 8<sup>th</sup> cohort.</li> <li>• Bespoke webinar series, which is now in its 5<sup>th</sup> cohort and is delivered in partnership with The Consultation Institute.</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>• Bespoke Involvement and Co-Production training delivered to various organisations across the HSC and beyond.</li> </ul> <p>3. <b>Monitoring</b> – In partnership with Trust colleagues and Forum members, the PHA PPI Team have successfully re-introduced a revised Involvement monitoring system across the HSC Trusts. This approach to monitoring will further support the HSC to:</p> <ul style="list-style-type: none"> <li>• Evidence their compliance with the statutory duty to involve,</li> <li>• Demonstrate how policy commitments to PPI and Co- Production are being met,</li> <li>• Identify areas which could benefit from improvement.</li> <li>• Help to share best practice.</li> </ul> <p>4. <b>Support for partnership working for people with lived and living experience in the HSC</b> - A key role of the PHA PPI team is supporting the HSC to advance the concept and practice of engagement, support and where appropriate, the remuneration of people with lived and living experience, as partners in the HSC. This is in line with the direction of travel set out in the Co-Production Guide. Working in partnership with the Patient Client Council (PCC) and service users and carers, we have been steadily building and progressing work to deliver on this matter.</p> <ul style="list-style-type: none"> <li>• A circular on reimbursement has been developed and issued by DoH.</li> <li>• Draft regional guidelines for remuneration have been developed.</li> <li>• Pilot sites have been identified and agreed to test the indicative model for remuneration.</li> </ul>

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	<ul style="list-style-type: none"> <li>The pilots will be evaluated to inform the further advancement of the concept and practice of remuneration.</li> </ul> <p>Another key piece of strategic work is advancing Shared Decision Making (SDM). In a Circular from the DoH, the PHA have also been designated a joint lead organisation, with SPPG, in the oversight, implementation and monitoring of the new NICE Clinical Guidelines NG197.</p> <p>SDM promotes ways for healthcare professionals and people using services to work together to make decisions about treatment and care. It includes recommendations on training, communicating risks, benefits and consequences, using decision aids, and how to embed SDM in organisational culture and practices.</p> <p>Members welcomed the PHA sharing their identified priorities for Involvement. MQ invited members to reflect on these and to either feedback their views or identify what they believed should be system wide priorities.</p> <p>Maria Somerville (MS) highlighted the issue around the accessibility some SUC have when trying to attend training sessions. The full day sessions are generally difficult for carers to attend due to having limited capacity. Training should be co-designed with SUC's and they should also be involved its delivery</p> <p><b>ACTION: PPI Team to review MS comments and undertake a scoping exercise on what training is available in relation to PPI, Co-Production and Partnership Working.</b></p> <p><b>ACTION: Members to feedback their views on Involvement priorities to <a href="mailto:ppi.secretary@hscni.net">ppi.secretary@hscni.net</a> by 17 April 2023.</b></p>

<b>Agenda Item</b>	<b>Discussion</b>
	<p>MQ advised members that the PHA, in partnership with The Consultation Institute is running a series of Involvement Webinars. Members will have all received the flyer and are encouraged to attend and share with their networks.</p>
<p><b>4. Sharing of Good Practice</b></p>	<p>Members were reminded that this item was agreed to become a standing item on the agenda, where an example of good Involvement practice would be shared.</p> <p>BD welcomed Lisa and Kathleen from the Southern Health and Social Care Trust to share a short video of their Fit 4 U/Fit 4 U 2 service, which is a community-based physical activity programme for adults with physical disabilities and adults with learning disabilities.</p> <p>There has been a number of developments following service user involvement in the Fit 4 U service, which included:</p> <ul style="list-style-type: none"> <li>• Service user and carer videos used to promote Fit 4 U service.</li> <li>• Extension of the social element of Fit 4 U piloted in one leisure centre during Feb/Mar 23.</li> <li>• Fit 4 U Friends Connect dates planned in May/June 23 at each leisure centre.</li> <li>• Monthly competitions re-introduced in each leisure centre from Jan 23.</li> <li>• Further engagement planned at Celebration &amp; Feedback events in June 23.</li> </ul> <p>MQ thanked Lisa and Kathleen for their great work in highlighting the difference that Involvement can make and encouraged others to commit to sharing such learning.</p>
<p><b>5. Any other business</b></p>	<p>MQ advised members that Sandra McCarry has moved to a new post with the HSC Leadership Centre. Members thanked Sandra for her great work as an advocate for Involvement and Partnership Working.</p>

Agenda Item	Discussion
	<b>ACTION:</b> Induction meetings to be organised with new members to give them an essence of what the Forum is and what it aims to achieve.
<b>6. Next meeting</b>	23 June 2023 at 2pm

## ACTIONS

1. PPI Team to write to Don Harley conveying thanks and best wishes on behalf of the Forum.
2. Members to send thoughts and comments to [ppi.secretary@hscni.net](mailto:ppi.secretary@hscni.net) to be included on a message of thanks for Don Harley.
3. If anyone would like to participate in the SUC recruitment T&F group, email [ppi.secretary@hscni.net](mailto:ppi.secretary@hscni.net)
4. PHA PPI team to issue final version of Forum ToR.
5. Meeting to be scheduled regarding the dissemination of the Lessons Learned paper.
6. Contact list to be created detailing recipients of the Lessons Learned paper and any comments received.
7. PPI team to review MS comments and undertake a scoping exercise on what training is available in relation to PPI, Co-Production and Partnership Working.
8. Members to feedback their views on Involvement priorities to [ppi.secretary@hscni.net](mailto:ppi.secretary@hscni.net) by 17 April 2023.
9. Induction meetings to be organised with new members to give them an essence of what the Forum is and what it aims to achieve.