

**Notes of the Participation Partnership Meeting
Monday 25 April 2016
Council Suite 1, NISCC, Millennium House, Belfast**



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Members at the meeting:




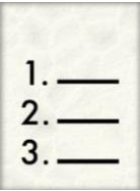
Geraldine Campbell (Chair)
Neil Irvine
Brenda Maitland
Uel McIlveen
Gerard McWilliams




Present:


Mark Bradley
Brenda Horgan
Maureen Martin (note taker)

Apologies:

Rionach Campbell
Anne Mallon
Audrey Montgomery
Joanne Sansome
Maria Sommerville
Emma Tinsley
Lee Wilson

Item	Welcome and Introduction	Action
	<p>Geraldine welcomed everyone to the meeting and gave an update on the status of several members; Audrey to return to the Committee in June and Joanne due to return in September</p>	
Item	Apologies	Action
<p>apologies</p> 	<p>Apologies were given from Anne, Audrey ,Emma, Joanne, Maria and Lee.</p>	
Item	Notes of the last meeting	Action
	<p>The notes of the last meeting were approved pending the addition of Uel and Brenda M to the apologies list</p>	<p>Maureen</p>
Item	Matters Arising	Action
	<ol style="list-style-type: none"> 1. A Corporate Planning day with members of the Participation Partnership and the Registrants Forum is confirmed for diaries for 16 June 2016 from 12-4p.m, including lunch. <p>Neil gave his apologies for this date in advance.</p> <p>Former colleagues from the Participation Partnership will be invited to attend also</p> <ol style="list-style-type: none"> 2. Presentation from Social Care event workshops have been emailed out to members 3. Brenda H has updated the last activities annual document and outcomes and completed a summary of the Survey Monkey. Outcomes document will be circulated to members 	<p>BH</p>

Item	Presentation and demo by Gerard McWilliams on speech recognition software	Action
	<ul style="list-style-type: none"> • Gerard presented an interactive and informative presentation on the speech recognition software he uses to support his role as an Involvement Officer in the Patient Client Council. • He demonstrated the use of the live scribe pen and Dragon software. These allow notes to be recorded and transcribed onto an electronic pad and then transferred onto computer for access by Gerard. • The Chair thanked Gerard for his demonstration and highlighted the need for consideration of the needs of all members when compiling documents. • The committee agreed the benefits of more visuals. <p>Action: Gerard will meet with Maureen to review the layout of minutes and agendas.</p>	<p>GMcW/MM</p>
Item	Update from Chair	Action
	<p>There were no updates from Geraldine.</p>	
Item	Update from Members	Action
	<ul style="list-style-type: none"> • Neil had presented a well-attended workshop at the International Social Work conference at the Europa, Belfast with information on his job role and his process of engagement. • Gerard will attend his first meeting of the PHA PPI forum on 12 May and give feedback at the next Participation Partnership meeting • Gerard and Uel are participating in the Social Work Awards panel. Panel meeting dates have been issued • Uel reported the Social Work Strategy is still in review phase in preparation for the next project. <ul style="list-style-type: none"> ➤ Uel and Maria are meeting with Christine Smyth to discuss the Citizens Forum framework. 	

	<ul style="list-style-type: none"> • Next phase of the Social Work Strategy is being redefined to be more interactive and have more direct engagement 	
Item	Updates to the outcomes and activities template and results of the survey monkey	Action
	<p>Brenda H reported on the update to the Outcome and activities document:</p> <ul style="list-style-type: none"> • Maria had been utilised in the PiP Launch which is now available on YouTube • Neil has been involved in Ambassador training. Positive feedback on his involvement but difficult to demonstrate outcomes • Anne and her daughter participated in a video promoting the NISCC standards which was shown at road shows and is also on YouTube. Positive feedback was received by roads how delegates but it is difficult to measure specific outcomes • Gerard involved with the Easi - read Standards - too early to report on impact • Safeguarding Consultation. Brenda H will contact consultation authors to check if any recommendations made by members have been implemented • PSA Report – members’ views were incorporated into response by NISCC • Social Care conference- feedback forms positively mentioned Anne’s input • Gerard’s demo to NISCC staff was very positively received <p>Brenda M suggested that it may be useful for each Participation Partnership member to outline their own objectives when attending a specific event/project.</p> <p>Gerard agreed that a template tool could be drawn up for use by members that could then feed into the end of year activities/outcomes document.</p> <p>Action: Brenda H to draw up and circulate a draft template for use by members attending events/projects on behalf of the Participation Partnership group</p>	BH



Brenda gave a summary of the survey monkey completed by members on their involvement and engagement with NISCC through the Participation Partnership. Overall the results were positive and gave some good information on how members have been helped in their role. It was also mentioned that the role has enabled some members with more confidence which they have carried into other areas. More help needs to be given to support members before and after meetings including strengthening written communications.

Action: A plan to be drawn up to address concerns raised in survey monkey

BH

Item	Participation Partnership Update Report to Council	Action
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	The update report to Council was noted	
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Item	Accessibility to e-learning	
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Brenda H reported that currently e-learning is only available to HSC employees. Mark suggested that the e-learning could be accessed via an employee log in to demonstrate to members at the next meeting


Action: e-learning to be set up for access at next Participation Partnership

MM/BH

Item	GAIN Project	
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	<p>Brenda H informed members that several months ago an application for funding had been made to GAIN (Guidelines and Audit Implementation Network). NISCC were successful in having their funding approved for part one of the guidelines for the roll out the new standards for the domiciliary care workforce. This would include interactive training resources for managers.</p> <p>The initial work requires undertaking a literature and knowledge audit on what is available currently.</p> <p>Although Brenda H and Helen McVicker, Professional Advisor will carry out the majority of the literature review they would like to establish a steering group and working</p>	
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	<p>group to look work with them in reviewing current reading materials and to engage with the domiciliary care sector. Members were asked to consider volunteering to join the quarterly steering group meetings.</p> <p>Brenda H requested input from Participation Partnership members in the questions that need to be answered in the new literature. T</p> <p>Action: This item to be added to next Participation Partnership for further discussion</p>	<i>MM</i>
Item	2016 PPI Conference	
	<p>Brenda H queried whether the Participation Partnership group wished to be part of the 2016 PPI Annual Conference; Involving You, Improving Care: Our Involvement Story. This will be held on 22 June 2016 at Riddell Hall, QUB. Mark suggested the following:</p> <ul style="list-style-type: none"> • Fitness to Practise rules legislation that had previously been simplified by Uel and Patricia Higgins could be presented. • a Participation Partnership workshop could be delivered • Animation (as shown at the Social Care conference) • Closing date is 25 May 2016 <p>Action: This item to be added to next Participation Partnership for further discussion</p>	<i>MM</i>
Item	AOB	
AOB	One to Ones to be arranged with Geraldine	<i>GC/MM</i>
Item	Next Meeting	

 A graphic of a white rectangular card with three silver rings at the top, resembling a binder. The word "Meeting" is written in a bold, black, sans-serif font in the center of the card. <p>Meeting</p>	<p>The next meeting will be held at 10.30a.m Tuesday 24 May 2016 at NISCC office</p>	
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