


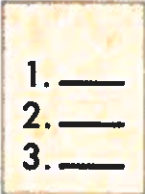




Northern Ireland Social Care Council Participation Forum


10.30a.m, Tuesday 5th December 2017
Council Suite 1, NISCC, Belfast



Item	Welcome and Introduction	Decision/ Action
	<p>Brenda M welcomed everyone to the meeting and advised this was an informal meeting to initially review the Participation Forum Action Plan with a more detailed review of the Plan and progress report to be carried out in the New Year.</p>	
Item	Apologies	Action
<p>apologies</p> 	<p>Apologies were given for Rionach Campbell, Neil Irvine, Audrey Montgomery, Joanne Sansome, and Maria Somerville. Brenda H advised that Gerard was currently attending a Social Work Awards panel meeting but was expecting to join the group later in morning.</p>	
Item	Notes of the Last Meeting	Action
	<p>The notes from the meeting of 19th September were approved. – pending the following amendment:</p> <ul style="list-style-type: none"> • Correct spelling of “respite” at update to Early Intervention 	

	Professional Development Framework item	
Item	Matters Arising	Action
	<p>Brenda M noted that apart from the Early Intervention Professional Framework update all other matters arising would be picked up on the agenda.</p> <p>The Participation Forum has committed to provide a response to the Early Intervention strategy and members will be contacted for their views on key areas. It will also be proposed that future consultation is broadened to widen the scope of feedback.</p> <p>2. Brenda M passed on thanks from previous Geraldine Campbell, the previous Committee Chair, for the good send-off she had received at her final meeting in September.</p> <p>Action: Brenda H to follow up on Early Intervention strategy views with Anne.</p>	<p>Brenda H</p>
Item	Update from Chair	Action
	<ul style="list-style-type: none"> Brenda M updated that there has not been any further movement with regards to the appointment of new Council members. The Public Appointments Unit cannot progress this as the process requires ministerial approval therefore cannot be concluded until there is a Health Minister in post. The appointment of Council members is on the agenda for the Accountability meeting on Friday 8th December with Richard Pengelly, Permanent Secretary, which will be attended by the Council Chair and CEO. Declan will update members as further information is available. Brenda M advised that the Participation Forum group would complete actions for this year and plan work for next year as per the Action Plan. Brenda M and Declan will meet to draw up a draft Terms of Reference for the Participation Forum which will be reviewed in the New Year to ensure the work of the forum is recognised. Gerard agreed that it is important that members have a well- 	

	<p>defined outline of their role and responsibilities within the forum as to how they can effectively contribute and engage as well as ensuring that pieces of work are fairly distributed. It will also be a valuable document for use with the recruitment of new members to have clear knowledge of what the role entails.</p> <ul style="list-style-type: none"> • Declan has been linking with PCC on the best method of engagement with service users and carers to enable a skills/people database to be set up for drawing on as required for various pieces of work. • 	
Item	Progress against Participation Forum Action Plan	Action
	<p>1. Participation Forum Action Plan at Nov. 2017</p> <p>Declan explained that the Participation Forum Action Plan had been updated by Brenda H and the document will be reviewed at each meeting to give oversight of the progress in key areas of work. A traffic light system has been added to the Plan to show the progress against each action and an End of Year report will be presented to Council.</p> <p>The Action Plan is linked to a key strategic theme in the Corporate Plan around service user and carer involvement. Brenda M noted that going forward key items will be identified for input by the forum and to examine the progress on engagement with service users and carers since the previous meeting. It was agreed that although the document is still a work in progress it will be a very useful tool to help focus meetings and to monitor progress.</p> <p>It was proposed that the Participation Forum commit to 6 engagement events with service users and carers. It would be useful to gauge interest and make connections at the launch of the Easy Read Standards in January and a date canvas can then be circulated. Brenda M will be seeking the views of the Participation Forum members on what these events will look like.</p> <p>2. Making It Real': Evaluating the Impact of Service User and Carer Involvement in Social Work Education</p>	

	<p>The Participation Forum noted the paper that had been circulated for information.</p> <p>3. Specification for a review for Best Practice in Partnership work and Co-Production</p> <p>Declan updated the group on the Specification for a review for Best Practice in Partnership work and Co-Production and advised that this was being carried out to find out by Joe Duffy, QUB, on the latest research around partnership working and engagement/involvement with service users. Once the review is completed, information on the most up to date models will be provided for the group to examine for best fit and will be built into the Terms of Reference. Declan emphasised that a proposal should be submitted to Council to outline the purpose of the review and the model of engagement selected. Brenda M noted that the content of the report should be initially reviewed by the Participation Forum and a model of engagement recommended.</p>	
Item	Information & Engagement Update	Action
	<p>Gerard updated the group with his engagement and events attended:</p> <ul style="list-style-type: none"> • Section 75 consultation event- attended spoke at the event as the Patient Client Council disability champion; • Gerard had attended the HSC Tapestry Disability Network and reported that the group are looking for more members from HSC staff. Four lunch time meetings are held per year and the link for further information is : http://www.hscbusiness.hscni.net/services/2797.htm • Gerard advised that he had attended a shortlisting panel meeting for the Social Work Awards and a unanimous decision had been made for the top three finalists in the Children’s Team Award category. It was noted that involvement in the Social Work Award panels has been broadened this year to include service users and carers and this has received very positive feedback. Gerard said that whilst overall it had been a positive experience he recommended that the scoring criteria are reviewed to improve the process 	

Anne updated the group with her engagement and events attended:

- Anne facilitated an informal meeting for Catherine Maguire, Professional Advisor, with her Carers group in Armagh to ask their opinions and feedback on the card "What I can expect from my Social Care Worker". The card is in development by NISCC with input from both Anne and Gerard. The card will be launched in January 2018 alongside the Easy Read Standards. Brenda M thanked Anne for her assistance in arranging the meeting and noted how useful the feedback had been
- Anne attended a South Eastern Trust Capitation meeting to discuss disbursement of funding to Learning Disability groups in Northern Ireland. Anne noted that service users and carers had been asked to attend to give their input on the decision making process for allocation of funds. Anne noted that it had been a very technical meeting and the financial language used could have been simplified to make it more understandable for the majority of attendees. It was requested that Anne give details of the Capitation meeting to Brenda H so her feedback can be passed on.


Brenda M thanked everyone in the Participation Forum for their hard work with particular mention of Anne and Gerard for their involvement and contribution to the events listed above.

Declan updated the group on the following:

Synergy Project - the project was developed to allow NISCC staff to build better connections to social care through a variety of placements. Staff were able to engage with care workers in the community and get insight into the day to day work with a view to building better understanding of the challenges of social care registrants and how this impacts on the registration process. New placement opportunities are in development and will also be built into staff induction process. Staff have given very positive and an evaluation report on the project including the feedback will be prepared by André Mc Keown, Evaluation Manager. The Senior Management team and Council had received

training this year in OBA (Outcomes Based Accountability) model and will use this model annually to identify and measure the impact several key areas on the Corporate Plan. An initial baseline needs to be set to gauge the impact and a 4-5 step process should allow a final evaluation to be completed. Brenda M highlighted that it would be beneficial for the Participation Forum members to also undertake OBA training to ensure that it is connected and contributing to the Corporate Plan in the correct way. Declan agreed that once the process has been established by SMT and OMT then it could be brought to the Participation Forum at a later date.

- Launch of the Easy Read Standards and "What I can expect from my Social Care Worker" card – event is planned for 19 January 2018 and a variety of service user groups including Triangle and Belfast HSCT will have stands to showcase best practice;
- 2 Social Care Manager Forums have been held and been very well attended. Triangle delivered a very informative and useful presentation on their model of involvement which was very well received;
- A Social Care Symposium is planned for Friday 8th December and will be attended by key influencing, high level stakeholders and politicians. The event is to raise the profile of the Social Care in Northern Ireland and highlight the economic contribution of the workforce. Delegates will include representatives from the Department of Community and Department for the Economy. The voice of carers and service users will be heard through films recorded to allow them to tell of the importance on a personal level of the Social Care worker. The desired outcome from the event is that delegates will take contribute to discussions and take back the information to their own department for consideration. NISCC will follow up with stakeholders after the event;
- Declan noted that Gerard is a service user representative at the PPI forum. The Department of Health have given assurances that the PPI forum will consider the issue of remuneration for service users and carers who attend meetings and a letter has

	<p>been written to the Chair of Council also. <i>Link to be inserted for PPI Forum</i></p> <p>Action: Feedback to be given to SE HSCT on Anne's experience of Capitation meeting</p>	Brenda H
Item	Any Other Business	Action
AOB	No further business.	
Item	Date of Next Meeting	Action
	<p>It was proposed that there would be 4 meetings of the Participation Forum held annually. It was agreed that a date canvas will be circulated for meetings in 2018 for March, May/June, September and December.</p> <p>Action: Date canvas to be circulated for 2018 meetings</p>	Maureen

Date approved:

21/3/18

Approved by: Brenda Maitland, Chair

Signature:

Brenda Maitland

