

**Minutes of the VSS Health & Wellbeing Committee Meeting 5**  
**Wednesday 05 December 2018**  
**Seatem House, Belfast**

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**Present:**

Patricia Haren (PH)	VSS Board Member
Stephen McIlveen (SMcl)	VSS Board Member
Joanne McConville (CK)	VSS Head of Health and Wellbeing
Aongus O'Keeffe (AOK)	VSS HWB Programme Manager (minutes)

**1 Apologies and Welcome**

Margaret Bateson (MB)	VSS Chief Executive Officer
Beverley Clarke (BC)	VSS Board Member

**2 Minutes of Previous Meetings**

The minutes of the previous meeting were agreed.

**3 Action Points from previous meeting**

The Action points were reviewed and updated per Annex 1 below.

**4 Volunteering Framework: remains open**

***AP1 VSS Head of HWBS to draft Volunteering Framework***

**5 Serious Adverse Incident Policy**

None currently in place. VSS have an Accident Log and an Unacceptable Behaviour Policy. Need to see where the gaps are here and decide what / if it is needed. Should also link to the Lone Worker Policy.

***AP2: Review related policies and draft Serious Adverse Incident policy if required***

**6 Safeguarding: Action point remains open**

***AP3: Guidance on Safeguarding to be disseminated by email to funded Organisations and delivery partners.***

- 7 An audit recommendation was to consider an escalation policy for non-completion of Mandatory training. This is not specified as mandatory training in contracts.  
Also NISCC as part of essential criteria needs to be part of HWB Caseworker review and part of the learning

***AP4: HHWB to discuss with CEO***

- 8 Safeguarding: HWB Committee / Board members to provide suitable dates for safeguarding training or confirm they do not need this.

***AP5: Safeguarding training to be arranged by Programmes team for HWB Committee members***

- 9 **Protect Life Policy**

***AP6: Figure 1 – Make flow chart simpler / less text heavy and user friendly***

***AP7: Check with DH re Protect Life Reporting Tool – what goes on VIM and are forms kept in protected file***

- 10 **Social Isolation & Loneliness Framework – Model & Audit Tool**

The ULCA Social Isolation outcome measure was introduced with a proposal to begin using this on launch of the pathway. This links to several INP frameworks and consideration needs to be given on how to report on this, but avoid double counting

***AP8: MIS team to look at inclusion of outcome measure on system and***

***AP9: HWB Team to revise INC documentation***

- 11 The internal VSS Volunteer coordinator is no longer in post. The Programme Team are taking over these duties until a decision is made on a role replacement

***AP10: Need to revisit volunteer coordination and see if this role will be replaced***

- 12 **Regional Trauma Network**

***Ref: RTN Update shared at Dec HWB Committee meeting for detailed update.***

A number of set-up and operational issues still being worked out. Set up has been delayed in Trusts due to recruitment and accommodation issues. Phase 1 for Victims and Survivors is estimated to include up to 250 clients. Following learning from Phase 1 the RTN will roll out to include other groups with trauma Need to fully inform VSS supported organisations and HWB Caseworkers of any progress. A progress report will be tabled at each HWB Committee meeting

***AP11: Update to be provided at each HWB Committee Meeting***

- 13 **Persistent Pain Framework**

***AP12 Further discussion required with CEO re: Home Heat for 19/20 and pain review***

**14 AOB**

No additional business

**15 Date of Next Meeting**

The date of the next meeting is scheduled for **11<sup>th</sup> February 2019, 10am to 12 MD, VSS**

## Annex 1: Summary Action Points

Arising from	Ref	Action	Status as at 05.12.18
21.06.17	AP1	VSS Head of HWBS to draft Volunteering Framework	OPEN Approval required and launch
05.12.18	AP2	Review related policies and draft Serious Adverse Incident policy if required	OPEN
15.02.18	AP3	VSS Head of HWBS and Case Managers to conduct a Safeguarding Training and Policy audit with funded organisations, emphasising a uniform, consistent approach to the quality of training.	OPEN Policies form groups being checked to ensure they are fit for purpose. Ongoing
15.02.18	AP4	Guidance on Safeguarding to be disseminated by email to funded organisations and delivery partners.	OPEN
05.12.18	AP5	HHWB to discuss escalation procedure with CEO where recommended training and NISCC registration is not completed	OPEN
15.02.18	AP5	Additional Safeguarding Training to be arranged for staff and Board members if required.	OPEN Check on Safeguarding Training for Committee members
05.12.18	AP6	Protect Life document: Make flow chart simpler / less text heavy and user friendly	OPEN
05.12.18	AP7	Check with DH re Protect Life Reporting Tool – what goes on VIM and are forms kept in protected file	OPEN
05.12.18	AP8	Social Isolation: MIS team to look at inclusion of outcome measure on system	OPEN
05.12.18	AP9	HWB Team to revise INC documentation	OPEN
05.12.18	AP10	Need to revisit volunteer coordination and see if this role will be replaced	OPEN

<b>05.12.18</b>	<b>AP11</b>	RTN update to be provided at each HWB Committee Meeting	OPEN
<b>05.12.18</b>	<b>AP12</b>	Persistent Pain Framework review – Home heat. Warm home scheme & criteria.	For discussion