

Minutes of the VSS Health & Wellbeing Committee Meeting 4
Monday 06 August 2018
Seatem House, Belfast

Present:

Margaret Bateson (MB)	VSS Chief Executive Officer
Caroline King (CK)	VSS Acting Head of Health and Wellbeing
Patricia Haren (PH)	VSS Board Member
Beverley Clarke (BC)	VSS Board Member
Stephen McIlveen (SMcl)	VSS Board Member
Aongus O'Keeffe (AOK)	VSS HWB Programme Manager (minutes)

1 Apologies and Welcome

No apologies.

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 Client complaint from NIPSO

The committee discussed the complaint to NIPSO by a client regarding eligibility for bereaved payments, which was referred back to VSS to ensure the internal complaints procedure was fully invoked and exhausted. Following a review of the complaint, the Committee agreed to invite the client to a meeting to discuss the outcome of the review. This meeting should entail an assessment, providing the client with an outline of the available services and ways that VSS can support him. He should also be given a letter stating that the Board has not upheld the client's complaint at this meeting. While it is understood that it may not seem fair that other family members are receiving payments while he is not, this is a decision that is beyond our control. The VSS Board will be taking the issue of bereaved to the Policy makers and if the position changes on this he is now registered and would benefit from this.

AP1: Letter to be issued inviting client to a meeting to discuss the outcome of his complaint and assessment of his support needs.

5 Terms of Reference for Health & Wellbeing Committee

The Committee reviewed the draft Terms of Reference and made a number of minor changes. These are now reflected in HWB Committee ToR V1.1

6 Draft Child Safeguarding Policy 2017/18

The Committee reviewed the draft Child Safeguarding Policy. A few minor changes were agreed and the final version is now approved and does not need to go back to the VSS Board.

7 Any Other Business

7.1 Advocacy worker protest at pride

The CEO was made aware of one of the supported organisation's advocacy worker holding up a banner in protest at Belfast Pride parade. A discussion arose as to whether this was in line with the job description / employee contract and whether it breaches any code of conduct. It was agreed that MB will contact the Equality Commission to seek advice on the issue. Additionally there is a need to review the job description and code of conduct for the role. MB will contact the committee with the outcome of this.

AP2: CEO to contact Equality Commission to seek advice on issue of advocacy worker protesting at Pride Belfast

7.2 HWB Committee Strategic Planning

Please See Board Review notes documenting planning session.

8 Date of Next Meeting

The date of the next meeting is scheduled for 22 November 2018.

Annex 1: Summary Action Points

Arising from	Ref	Action	Status as at 06.08.18
21.06.17	AP1	VSS HWBS to Draft Terms of Reference in conjunction with Committee members.	CLOSED per item 4 above
21.06.17	AP2	VSS Head of HWBS to make changes requested to the Guidance Note on Clinical Governance	CLOSED
21.06.17	AP3	VSS Head of HWBS to draft more detailed operational guidance for the HWB Caseworker network	CLOSED
21.06.17	AP4	VSS Head of HWBS to draft Volunteering Framework	OPEN – Almost ready to share draft for review by CEO. By mid-October 2018
21.06.17	AP5	CEO to review Unacceptable Behaviour Policy in conjunction with Health and Wellbeing staff and Committee at next meeting.	CLOSED per item 5 above
26.10.17	AP1	Changes made to Unacceptable Behaviour Policy to be incorporated and advice sought from solicitor concerning inclusion of references to Health legislation and confidentiality. Amended policy to be disseminated to full membership of VSS Board for formal sign-off at Board meeting on 14 November 2017.	CLOSED
26.10.17	AP2	Nomination of Beverley Clarke as Chair to be reviewed by the HWB Committee at their next meeting.	CLOSED
15.02.18	AP1	Amended Child and Adult Safeguarding Policies to be disseminated to full membership of VSS Board for formal sign-off at Board meeting on 13 March 2018.	CLOSED
15.02.18	AP2	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	AP3	Guidance on Safeguarding to be disseminated by email to funded organisations and delivery partners.	OPEN CK to check with VSP manager
15.02.18	AP4	Terms of Reference for the Committee to be amended to incorporate reference to 'ordinarily' meeting quarterly, making provision for ad hoc meetings if required. Same to be approved at the next Committee meeting.	CLOSED
15.02.18	AP5	Additional Safeguarding Training to be arranged for staff and Board members if required.	OPEN Oct / Nov 2018 – to be done by all incl board members. VSP team to send dates out.
15.02.18	AP6	Audit of NISCC registration among Health and Wellbeing Caseworkers to be completed by 1 st April 2018.	OPEN 12.09.18 – 10 caseworkers not registered with NISCC. Orgs need to register first. RMcC to speak to OSP to get org registered.
06.08.18	AP1	Letter to be issued to Client inviting him to a meeting to discuss the outcome of his complaint and assessment of his support needs.	Letter issued 10.08.2018. Meeting to be scheduled and complaint outcome letter to be drafted
06.08.18	AP2	CEO to contact Equality Commission to seek advice on issue of advocacy worker protesting at Pride Belfast	Committee to be informed of outcome of discussion with Equality Commission.