

Minutes of the VSS Health & Wellbeing Committee Meeting 7

Tuesday 14 May 2019

Seatem House, Belfast

HWB Committee Members Present:

Patricia Haren (PH)	VSS Board Member
Beverley Clarke (BC)	VSS Board Member
Stephen McIlveen (SMcl)	VSS Board Member

VSS Officers in Attendance

Joanne McConville (CK)	VSS Head of Health and Wellbeing
Aongus O'Keeffe (AOK)	VSS HWB Programme Manager (minutes)
Margaret Bateson (MB)	VSS Chief Executive Officer

1 Apologies and Welcome

No apologies

The Chair asked that minutes of meetings be circulated as soon as possible after each meeting, within 1 week if possible and reminded VSS staff of the importance of papers being issued one week in advance in line with the standing agenda item agreed.

This was acknowledged by all as a key improvement needed.

2 Minutes of Previous Meetings

11.02.19 AP 1 – HWB Committee meetings to be held on same day as Board meetings.
“Date of next meeting” should have read 14th May 2019 10.30am.

3 Action Point Updates from Previous Meeting

JMcC provided an update on the outstanding action points;

i) Volunteering Framework

Feedback questionnaires from a volunteer event held on the 22nd March were positive. This is currently being written up as a report that will be available for the next HWB Committee meeting.

The Volunteering Framework will be finalised to include;

- An individual element, currently in place
- A call to groups to develop a framework and potentially a quality award for their organisation

The VSS focus is to ensure frameworks are developed with the right ethos and culture with all volunteers Access NI checked and the need to build standards around volunteering in the sector.

ii) Training

Three training dates for Safeguarding had been circulated. Attendees were assured that this training was also for Board members. Support for attendees who may be affected by topics raised in this training will be arranged.

iii) Serious Adverse Incident Policy

The final draft of this policy was tabled following amendments for sign-off. Staff training on this is to be arranged.

Policy Approved

iv) NISCC Registration

NISCC registration is mandatory for all caseworkers. Two remain outstanding with one organisation. The organisation is currently applying for registration to enable caseworkers to apply. Members asked that an update is scheduled for the next committee as to the status.

AP1: Update on NISCC status of all HWB Caseworkers

4 Policies: Development and Approvals

See iii) above

5 CEO Exception Report

MB highlighted strategic risks within the CEO exception report Jan – March 2019.

Staff HWB may be negatively impacted by:

- Effects on staff due to the nature of work in the VSS, particularly those engaged in difficult interactions with Victims & Survivors

- Time pressure relating to the spot check and work involved releasing cash payments for 19/20. This has impacted on processing of applications for framework award and development of HWB services.
- The headcount and file weight is exceeding the appropriate limit for office size in Seatem House. Plans are in place to rent the 4th floor.
- A business case for a third Director (service improvement) has been submitted which should be approved by June 2019. This will be advertised and will require 2 Board members on recruitment panel.

6 Regional Trauma Network

A RTN highlight report was tabled.

- Phase One Soft launch has been scheduled for 10th Oct 2019 (Mental Health Day).
- JMC reported that six new referrals had been received from the Northern Trust and are currently going through the eligibility process.
- The pathway from community groups to statutory services is near completion. VSS Case Managers will carry out assessment and refer to the Trust if appropriate for Step 3-5 intervention.
- Case managers report positive engagement with Trust staff. JMC has now been invited to attend RTN Management Team meetings.
- VSS Case-manager time resource to engage with local Trust teams remains a risk to their VSS workload. At present it is estimated that two days per week will be required, but this cannot be estimated until Phase 1 begins.

7 Clinical Governance

Safeguarding: A safeguarding case was reported to VSS where a client reported that she had been coerced by her partner in relation to her carer award. The safeguarding policy was instigated by VSS staff and the client contacted the police. Non-molestation order has been issued.

Audit findings: An audit on funded organisations policies' to be completed to ascertain if these are "fit for Purpose".

Training & Development: All funded organisations have been asked to submit training needs to VSS. The deadline was extended as there was poor response. Case Workers reported that in some cases they were not consulted by their line management.

8 Quarter-End Outcomes Report

DH (MIS) to be invited to next meeting to present outcomes figures and data from the quarterly reports with a breakdown on the 40% & 20% for whom interventions are not having an impact.

AP2: DH to be invited to September meeting to present some insights into HWB outcomes data available.

9 AOB

None

10 Date of Next Meeting

The date of the next meeting is scheduled for **10th September 2019, 2pm to 4pm, VSS.**