

## **Minutes of the VSS Health & Wellbeing Committee Meeting 5**

**Monday 11 February 2019**

**Seatem House, Belfast**

---

### **HWB Committee Members Present:**

Patricia Haren (PH) VSS Board Member

Beverley Clarke (BC) 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**

Stephen McIlveen (SMcI) VSS Board Member

### **2 Minutes of Previous Meetings**

A few points of clarification were raised in discussion:

- Pt. 7 Terms & Conditions of grants to organisations can be used by way of escalation policy for non-completion of mandatory training.
- Above point & Pt. 5 (regarding a serious adverse incident policy) should be removed from the agenda and transferred to internal Operations meeting.

### **3 Action Points from previous meeting**

JMcC provided an update on the outstanding action points. All open actions – expectation to close off by May 2019.

### **4 Fixed Agenda Items**

Future meetings to follow fixed agenda item format as follows:

- Apologies / Welcome
- Minutes of previous meeting
- Action Points
- Policies: New & under development; Changes to existing
- CEO Exception Report
- Clinical Governance
  - o Safeguarding
  - o Client Risk & serious/critical incidents
  - o Audit / Findings
  - o Training & Development
- RTN – Partnership Board
- QEnd Outcomes – M&E: learning from what’s working for who?
- AOB

***AP1: Future HWB Committee meetings to be held on afternoon of Board meeting***

***AP2: Fixed Agenda items for future meetings as per above***

## **5 Clinical Governance**

### **Safeguarding**

Training for staff & Board required – 1 day slot. JMcC to liaise with programmes team to arrange a date arranged and circulate to Board members. VSS programme Officers to contact groups and get staff that need to be on it – ie caseworkers – booked on.

MB shared info from a Clinical Governance Audit of funded groups conducted by the VSP team. One aspect of this looked at their Serious Adverse Incident Policy. Most organisation don’t have these but alternatives including incident reports, contingency plans and risk registers are being used in most cases.

***AP3: Safeguarding training to be scheduled for Board members & where outstanding for staff of supported organisations***

***AP4: Serious Adverse Incident Policy to be developed in conjunction with CVS***

## **Regional Trauma Network**

JMcC provided an update on progress with the roll out of the RTN. Sept 2019 is the new planned roll out date for the Network.

### **6 AOB**

Invite Board to Volunteering Event scheduled for 22 March 2019

### **7 Date of Next Meeting**

The date of the next meeting is scheduled for **21<sup>st</sup> May 2019, 2pm to 4pm, VSS**

## Annex 1: Summary Action Points

Arising from	Ref	Action	Status as at 31.03.2019
21.06.17	AP1	VSS Head of HWBS to draft Volunteering Framework	<p>OPEN</p> <p>Volunteering Event Held on 22<sup>nd</sup> March. Approx.90 attended. Agenda included presentations from the VSS CEO and VolunteerNow followed by a workshop to gain feedback on volunteering role and areas to incorporate into the framework.</p> <p>Call to groups for a proportion of funding to engage new volunteers and develop their framework</p> <p><b>(completion of call documentation, circulation and award by June 30<sup>th</sup> 2019)</b></p>
05.12.18	AP2	Review related policies and draft Serious Adverse Incident policy if required	<p>OPEN</p> <p>Policy drafted, final approval required</p> <p><b>(May 31<sup>st</sup> 2019)</b></p>
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.	<p>OPEN</p> <p>Policies form groups being checked to ensure they are fit for purpose.</p> <p>Ongoing</p> <p>Audit outline, audit and spot check to be completed by <b>(May 31<sup>st</sup> 2019)</b></p>
05.12.18	AP5	HHWB to discuss escalation procedure with CEO where recommended training and NISCC registration is not completed	<p>OPEN</p> <p>4 HWB caseworkers have not registered</p> <p>To be followed up by VSS Case Managers</p> <p>Escalation procedure not required currently</p>
05.12.18	AP6	Protect Life document: Make flow	<b>CLOSED</b>

		chart simpler / less text heavy and user friendly	<b>Completed</b>
<b>05.12.18</b>	<b>AP7</b>	Check with DH re Protect Life Reporting Tool – what goes on VIM and are forms kept in protected file	<b>CLOSED</b> <b>Completed</b> Form attached to VIM in personal file, client added to risk register, hard copies in client's file stored as per GDPR
<b>05.12.18</b>	<b>AP8</b>	Social Isolation: MIS team to look at inclusion of outcome measure on system	<b>OPEN</b> Completed and will be included. Outcome measure will be added to revised INCs as additional indicator for social isolation and evaluation Call document under development <b>(completion of call documentation, circulation and award by June 30<sup>th</sup> 2019)</b>
<b>05.12.18</b>	<b>AP9</b>	HWB Team to revise INC documentation	<b>OPEN</b> To be brought to the Caseworker Network meeting for amendments on 30 <sup>th</sup> April 2019 <b>Revision with guidance to be circulated by June 30<sup>th</sup> 2019</b>
<b>05.12.18</b>	<b>AP10</b>	RTN update to be provided at each HWB Committee Meeting	<b>CLOSED</b> <b>Completed</b> Monthly (see minutes)
<b>05.12.18</b>	<b>AP11</b>	Persistent Pain Framework review – Home heat. Warm home scheme & criteria.	<b>OPEN</b> Home Heat scheme currently suspended. Decision to be taken in May 2019 with regards current and new subscribers. <b>(to be finalised by 31<sup>st</sup> May 2019)</b>

<b>11.02.19</b>	<b>AP1</b>	HWB Committee Mtg to be held on afternoon of Board mtg and to be scheduled/fixed.	<b>Completed – dates circulated</b>
<b>11.02.19</b>	<b>AP2</b>	Fixed Agenda items for future meetings	<b>Completed</b>
<b>11.02.19</b>	<b>AP3</b>	Safeguarding training to be scheduled for Board members & staff of supported organisations	Dates to be confirmed for caseworkers who did not receive training and VSS staff to be organised and completed by <b>June 30<sup>th</sup> 2019</b>