



*Quality Care - for you, with you*

## Personal and Public Involvement (PPI) Panel

### **Action Plan**

**September 2011 - 2012**

## Introduction

In 2009, the Southern Health and Social Care Trust developed a draft PPI Action Plan Framework which outlined how the Trust intended to work towards achieving the vision of effective and meaningful service user, patient, community and public involvement within health and social care services. Feedback from the consultation process identified the need for further development to involve service users, carers and other stakeholders at a strategic level. While some expressed an interest in being involved in the committee established to monitor the implementation of the Trust's PPI Strategic Plan, others did not want to engage at this level but still wanted to be informed of the work and the progress being made by this group. In order to accommodate both aspects, the Trust decided to establish a PPI Panel.

Following a recruitment process, a core group of twelve service users, carers and other stakeholders came together to form the Southern Trust's Service User and Carer PPI Panel. Following induction training the PPI Panel agreed Terms of Reference, developed an action plan and during 2010/11 achieved the following:

- Development of good practice guidance for consultation and engagement
- Reviewed and commented on existing Trust PPI training and resources
- Contributed to the development of the PPI Toolkit for Trust staff
- Contributed to the development of the new Trust website
- Commented on the Hospital Information Booklet and the A&E Information Leaflet

In addition, individual members have represented the Panel on a number of relevant fora including:

- Trust's Patient Client Experience Committee
- Trust Carer's Reference Group
- Trust in Community
- Living Your Life to the Full Steering Group (Trust Older People's Strategy redevelopment)
- Regional PPI Forum
  - Training sub group
  - Impact and infrastructure sub group

This action plan outlines the key pieces of work that the Panel has agreed to focus on for 2011-2012. This work falls under three key action areas:

- Further development of the PPI Panel
- Development of PPI Resources
- Continued representation on relevant groups relating to PPI

<b>Key Action 1: Further development of PPI Panel</b>			
<b>What needs to be done</b>	<b>Who will do it?</b>	<b>When will it be done?</b>	<b>Progress made @ 31/8/12</b>
Review current membership and terms of reference	PPI Panel	By December 2011	Completed 9/12/11
Identify any further training needs and develop programme to address these needs	PPI Team	By December 2011	No further training needs identified but discussion on introducing buddy/mentoring to support new members
Agree areas of work for PPI Panel Action Plan	PPI Panel	By December 2011	Completed 9/12/11
Agree mechanisms for progressing key actions	PPI Panel	By December 2011	Completed 9/12/11
Agree calendar of dates for full PPI Panel meetings	PPI Panel	By December 2011	Completed 9/12/11

<b>Key Action 2: Development of PPI Resources</b>			
<b>What needs to be done</b>	<b>Who will do it?</b>	<b>When will it be done?</b>	<b>Progress made @ 31/8/12</b>
Development of good practice guidance for consultation and engagement for Southern Trust	PPI Panel	By December 2011	Completed 1/12/11
Development of PPI Newsheet	PPI Panel	By December 2011	Completed 9/12/11
Contribute to review of interim guidance for reimbursement for service users, carers and other stakeholders	PPI Panel	By December 2011	Completed 9/12/11
Contribute to review of Departmental PPI Guidelines	Brian O'Hagan Ray Hamilton	18 <sup>th</sup> October 2011	Completed 18/11/11
Contribute to the PHA & HSCB Consultation on Personal and Public Involvement Strategy	PPI Panel	15 <sup>th</sup> September 2011	Completed 15/9/11

### Key Action 3: Continue representation on relevant fora

What needs to be done	Who will do it?	When will it be done?	Progress made @ 31/8/12
Andrew to continue as Regional PPI Forum rep. Agree standby rep	Andrew Martin Peter Donnelly PPI Panel	Quarterly  October 2011	Andrew continues as Regional PPI Forum rep. Peter has agreed to be standby rep
Regional PPI Forum Training sub-group- Sharon, Andrew and Peter	Sharon Doherty Andrew Martin Peter Donnelly	To be agreed	Revised PPI Training Framework developed October 2011.
Regional PPI Forum Infrastructure and Impact sub group- Peter, Ann & Brian	Peter Donnelly Ann McGlone Brian O'Hagan	First meeting 26/9/11 Subsequent meetings:26/9/11,7/11/11 & 8/12/11	Peter and Brian continue to attend and report back
Trust's Patient Client Experience Committee- Ray, Andrew and Sharon to continue	Ray Hamilton Andrew Martin Sharon Doherty	Quarterly	Andrew attended first meeting 16/6/11. Sharon and Andrew attended meetings 15/9/11 and 1/12/11. Ray to attend next meeting with A & S in March 12 when start time is changed.
Disability Action Plan- Local Implementation Team – Employment Work stream	Ann McGlone	Awaiting confirmation of date of next meeting	
Trust's Carer's Reference Group- Brian to continue	Brian O'Hagan	Quarterly	Brian continues to attend and report back
Older People's Strategy Redevelopment – Brian to continue on Living Your Life to the Full Steering Group. Agree second rep.	Brian O'Hagan  PPI Panel	Monthly	Brian continues to attend and report back
Trust in Community Steering Group – Ann, Fiona and Eddie to continue	Ann McGlone & Fiona Rowan Eddie Wallace	Monthly	Ann continues to attend and report back

**Key Action 3: Continue representation on relevant fora**

<b>What needs to be done</b>	<b>Who will do it?</b>	<b>When will it be done?</b>	<b>Progress made @ 31/8/12</b>
Mental Health Forum- Roisin	Roisin Donnelly	Monthly	Roisin continues to attend and report back
LASP – Local Adult Safeguarding Partnership	Andrew Martin	Monthly	Meeting suspended until clarity received from regional group