

**WHSCCT'S LOCAL IMPLEMENTATION GROUP MEETING**  
**DAY CARE / DAY OPPORTUNITIES REVIEW**

Notes of meeting held on 30 June 2015 at 1.00 pm in the Conference Room, Lakeview Hospital with video-link to Conference Room, Strathdene

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**Present:** Margaret Dolan, Head of Service & Strategic Lead (Chair)  
Rosaleen Harkin, Assistant Director, Adult Learning Disability Services  
Maire Boyle, Community Services Manager  
Geraldine Holmes, Project Officer  
Caroline Morewood, Manager, Evergreen  
Brenda Carr, Service User, Evergreen  
Mary Galbraith, Parent/Carer  
Pauline McHenry, Parent/Carer  
Adele Darby, Service User, Destined  
Damien Corr, Manager, LCDI  
Roisin Kielty, Transition Officer, EA  
Dermot O'Hara, Manager, Destined  
Raymond Boyle, Manager, Maybrook  
Mary Bell, Parent/carer  
Sandra Love, Service Manager, Childrens Services  
Jacinta Henry, Social Worker, Childrens Services  
Oonah Cassidy, Manager, Glenside ATC  
Victoria Smith, Daycare worker, Glenside ATC  
Ann Marie Donnelly, Transition Service Mgr, Liberty Consortium  
Patricia Griffith, Manager, Killadeas  
Caragh McLaughlin, Team Leader  
Mary Jones, Strule/Erne  
Mickey O'Neill, Team Leader  
Sinead Murphy, Mencap  
Patrice Curren, Community Services Manager  
Niall Campbell, Manager, Omagh Centre  
Louise Donnelly, EA Transition Co-ordinator  
Ann McGrade, SW Transitions, Childrens Services  
Cllr Victor Warrington, FODC  
Mary Leonardo, Service Manager, NIAMH  
Ann McGurn, Camphill Clanabogan  
Leslie Ann Newton, Director ARC NI – telelinking

**Apologies:** Shane McKinney, DARD  
Councillor Alan Robinson, Causeway Coast & Glens  
Kerry Mallon, Positive Futures  
Joanne Clarke, Positive Futures  
Tom Martin, Parent/carer  
Colman Callen, Parent/carer  
Margaret McDaid, Community Access Worker  
Caroline Kelly, Parent/carer  
Carla Devine, Benbradagh  
Bob Henry, Parent/carer

ITEM	ITEMS AND DISCUSSIONS	ACTION
1	<p><b>WELCOME AND APOLOGIES</b></p> <p>Margaret Dolan welcomed everyone to the meeting and a round of introductions took place. Apologies noted.</p>	
2	<p><b>MINUTES OF MEETING DATED 7 MAY</b></p> <p>Pauline McHenry advised that she could not agree to sign off the minutes of 7 May 2015 due to concerns carers would like addressed at regional level. Margaret Dolan advised that these issues are being taken forward by Rosaleen Harkin with HSCB and carers. Margaret Dolan advised that the minutes of the WHSCT's Local Implementation group were a record of agenda items discussed and agreed at each meeting. However, she relayed to those present that the minutes from the May meeting could be signed off following the proposed meeting with Rosaleen Harkin and HSCB. Pauline McHenry advised that the concerns for discussion with the HSCB were on behalf of all carers and if any of the carers wanted to discuss this further she would be available after the meeting. Margaret Dolan thanked her for her offer.</p>	
3	<p><b>UPDATE OF WHSCT'S REVIEW</b></p> <p>Margaret Dolan gave an overview on progress of work to date. She advised the background work carried out in the early stages of the review was to allow the planning and formation of LIG and Subgroups. The LIG and subgroups are a forum for people to make their views known.</p> <p>Margaret Dolan gave a quick update on the following. These topics will be discussed further during the meeting:</p> <ul style="list-style-type: none"> <li>• Map</li> <li>• Questionnaires – very small return of staff questionnaires and it was noted the importance of the views of staff and all relevant parties</li> <li>• Scoping exercise</li> <li>• Communication strategy</li> </ul> <p>Council representation at the Implementation group was discussed and Cllr Warrington's commitment was acknowledged. Fermanagh &amp; Omagh District Council have been represented at past meetings. It is disappointing that agreed representatives from other councils had yet to attend a meeting. Margaret Dolan and Geraldine Holmes will look at other ways to try and get information into council areas. Margaret Dolan advised that services will not change and nothing different will be created if everyone does not come to the table.</p>	<p><b>M Dolan/ G Holmes</b></p>

	<p>Margaret Dolan advised that the Regional group have a meeting scheduled for July and the lack of commitment by government and council departments at a local level would be flagged up. Concerns expressed that six months into the review there is still lack of commitment from these groups.</p> <p>Leslie Anne Newtown from ARC suggested several forms of communication and asked if making an advertisement to be broadcast on the television would be a way of communicating to the wider public on the review process. Margaret Dolan advised that due to a cost being incurred and with no budget allocated for this review, it would probably prove too costly.</p>	<b>M Dolan</b>
<b>4</b>	<p><b><u>WHSCT DRAFT TERMS OF REFERENCE</u></b></p> <p>Deferred from today's agenda to allow the Trust to work in conjunction with HSCB to take on board concerns raised by parents and carers. The Trust is happy to facilitate these meetings and reach a resolution. As the Trust has emphasised from the outset all comments and views of all parties are relevant to the review process. Margaret Dolan explained that the Trust's TOR clearly defines the purpose of work the Trust has been directed to undertake as commissioned by the HSCB.</p>	<b>LIG</b>
<b>5</b>	<p><b><u>UPDATE ON NEW DIRECTIONS PILOT SCHEME</u></b></p> <p>Margaret McDaid, Community Access Worker, unfortunately could not be present to give an update on the pilot scheme. Three clients have been identified from the 5 new referrals received. These individuals have not accessed community activities in the past. An update of this pilot scheme will be provided at the next meeting.</p>	<b>MMcDaid</b>
<b>6</b>	<p><b><u>ANALYSIS OF QUESTIONNAIRES/SCOPING EXERCISE</u></b></p> <p>Geraldine Holmes advised that the Trust's Audit Department are no longer in a position to provide assistance with the analysis of the questionnaires/scoping exercise and therefore due to the enormous tasks this entails it will not be completed within the agreed timeframe. The analysis of the parents/carers questionnaires is now complete and a draft report of the findings read out to all present. A copy of this report will be forwarded to all LIG members when completed. As further analyses are completed they will be shared with LIG. Damien Corr commended the detail of the analysis discussed at today's meeting.</p>	<b>G Holmes</b>

7	<p><b><u>MAP</u></b></p> <p>A map detailing day care and day opportunities services currently provided in the WHSCT area was shared with the group. This includes statutory and contracted out services. Margaret Dolan explained the format of the map in detail and asked those present to feedback to Geraldine Holmes by Friday, 3/7/15 if there were any amendments or comments. The map will be shared with the HSCB after this date.</p>	<p><b>LIG</b></p> <p><b>G Holmes</b></p>
8	<p><b><u>SUBGROUP NOTES &amp; STRUCTURES</u></b></p> <p>The notes from the subgroup held on 22 April 2015 have been shared with all who participated in these groups and all advised that if no further amendments/comments received from the group, the notes would be shared at today's meeting and uploaded on to the Trust's webpage.</p> <p>Margaret Dolan asked those present if everyone was happy with the format of the workshops and Pauline McHenry agreed that the work undertaken in the subgroups was feeding into the work as directed in the Regional strategy paper.</p> <p>The topics for future subgroup meetings shared with the group for their views/input. Following discussion it was agreed that self directed support would be included in a workshop. Amended structure will be forwarded if no further comments are received by Friday, 3 July, 2015. It was agreed to link in with the SDS team for a 15 minute presentation to be given at next LIG and subgroup.</p> <p>A discussion took place re criteria/definitions for day opportunities. Pauline McHenry stated that criteria around day opportunities needs to reflect personal care. Raymond Boyle agreed and commented that the day services review commenced in January and still there is no clear guidance from the Trust on the definition of day opportunities. If the defining line is clients who need personal care will avail of day care and those not needing assistance with personal care will avail of day opportunities then this could be seen as discrimination. If a wheelchair users needs assistance with toileting only, will this prohibit them from availing of day opportunities? Dermot O'Hara agreed this was a very valid point and felt it would be worthwhile to have this discussion and develop a definite criteria/definition. A debate ensued around this topic and Margaret Dolan advised that a definition had been</p>	<p><b>LIG</b></p> <p><b>G Holmes</b></p>

devised by the HSCB but she was happy to open the debate around this area. She advised on the challenges and complexities for providers and service users and agreed that a definite classification was required. It was agreed that this topic required more discussion and Margaret Dolan suggested holding a separate workshop to discuss this further.

**M Dolan/  
G Holmes**

Leslie Anne Newton commented on RQIA and daycare standards and advised that this document would probably need reviewed. Discussion ensued around regulatory services and day opportunities.

Standards can be incorporated into the workshop to be arranged to discuss criteria and definitions.

Rosaleen Harkin advised that the daycare standards are set by DHSSPS and not RQIA. RQIA regulate and monitor the DHSSPS standards. Day opportunities are flexible and generally not regulated. However governance arrangements are required for this service.

Due to Leslie Anne Newton's input at a regional level, Margaret Dolan asked for her views in relation to the structures and topics. She advised that from her input into other Trusts it appears the WHSCT is progressing at a much quicker level and at looking quickly over the structures/topics there did not appear to be anything else to add.

Pauline McHenry suggested including a topic around parents, carers and service users but Margaret Dolan explained that all topics covered in subgroups were answered in relation to the parent, carer, service user and the community so this area is covered.

Rosaleen Harkin advised that the analysis of the questionnaires could be used and brought to subgroups, as results from the parent/carers analysis picked up on older carers etc.

Leslie Anne Newton gave a short overview of day opportunities and businesses who assist with placements within the Belfast area.

Margaret Dolan advised living within a city would be a different experience to rural communities and towns within the WHSCT. Many of our service users live in rural settings. She advised that day opportunities within the WHSCT has been largely developed by daycare managers/keyworkers and the community has not been

	<p>involved in setting these up. Business people in Belfast may be more proactive but in the WHSCT day opportunities placements for service users are generally led by Trust staff.</p> <p>Any comments regarding the subgroup notes or suggestions for topics for discussion at subgroups to be forwarded to Geraldine Holmes by 3 July 2015. Revised topics will be forwarded to LIG following this date.</p>	<p><b>LIG</b> <b>G Holmes</b></p>
<p><b>9</b></p>	<p><b><u>REVIEW AND UPDATE OF ACTION PLAN</u></b></p> <p>Margaret Dolan discussed the action plan in detail with the following points noted:</p> <ul style="list-style-type: none"> <li>• On target for completion of all actions with exception of scoping exercises/analysis of questionnaires</li> <li>• Transition officers x 2 Band 6 posts – recruitment process has commenced and ITR, job descriptions are with HR department at present. Role of transition officers explained and their remit will be slightly different to the transition officers employed within children services. These posts will not only focus on transitions of children to adult services but on other transitions within adult learning disability as required.</li> <li>• 5 year scoping exercise of children transitioning to adult services – Margaret Dolan and Sandra Love have scheduled meetings for next week to take this forward.</li> </ul> <p>All present had no further additions, comments or amendments to the current action plan.</p>	
<p><b>10</b></p>	<p><b><u>PROPOSED DATES FOR PUBLIC MEETINGS</u></b></p> <p>Dates and venues discussed for public meetings. One carer suggested meetings should be held in more community based facilities. A discussion took place regarding suitability of community based facilities, charges incurred if not Trust owned and car parking access. Cllr Warrington will check if any facility available in Omagh &amp; Fermanagh to facilitate the meetings and feedback to Margaret Dolan or Geraldine Holmes as soon as possible. Pauline McHenry queried how notification of the public meetings will be communicated to carers. Margaret Dolan advised that this will be fed into the communication strategy and information will be shared as wide as possible into the community. Patricia Griffith suggested placing notification in community newsletter and stated that everyone involved in the review process had a</p>	<p><b>Cllr</b> <b>Warrington</b></p>

	<p>responsibility to share the details of the public meetings. Agreed venues/dates will be circulated to all present when finalised. Margaret Dolan advised that when the LIG meets in September the format and participation at these meetings will be on the Agenda for discussion and agreement. She advised that the Trust are only facilitators of this review and all stakeholders would have a role to play at the public meetings.</p> <p>Any comments or suggestions regarding the proposed meetings should be emailed to Geraldine Holmes or Margaret Dolan.</p>	<b>LIG</b>
<b>11</b>	<p><b><u>COMMUNICATION STRATEGY</u></b></p> <p>Geraldine Holmes advised that relevant documentation for the review process has now been uploaded on to the Trust's webpage and can be accessed by the following link:  <a href="http://www.westerntrust.hscni.net/2024.htm">http://www.westerntrust.hscni.net/2024.htm</a></p> <p>Items for inclusion in the next newsletter (Qtr 2) discussed and all present asked if there was anything they would like included. All in agreement with detail for the next version. The newsletter will be circulated within the next week.</p>	<b>G Holmes</b>
<b>12</b>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>Margaret Dolan asked those present if there was any further matters to be discussed. Roisin Kielty queried the commencement date of the transition workers. Margaret Dolan relayed that these post are currently going through the HR process and it is hoped they may be in place by end of September.</p>	
	<p><b><u>DATE AND TIME OF NEXT MEETING</u></b></p> <p><b><i>11 September 2015 at 1 pm</i></b>  Conference Room, Lakeview, Gransha Park with video-link to Strathdene House, Omagh</p>	