

ADULT LEARNING DISABILITY LOCAL INVOLVEMENT GROUP FERMANAGH

3rd November 2020 via Pexip

Minutes

Attendees:

Chair Jonathan McGuigan Involvement Facilitator

WHSC Jonathan McGuigan Involvement Facilitator, Patricia Griffiths, Margaret Mulligan, Christine McLaughlin

Service User/Carer Caroline Dixon, Caroline Kelly, Gemma Carothers

No.		Lead Person	Action
1.	<p><u>Apologies</u> Lucy Browne, Kay Armstrong,</p> <p><u>Welcome and Introductions</u> Jonathan McGuigan welcomed everyone to the meeting which started at 7.15pm</p>	JMG	
2.	<p><u>Previous Minutes / Matters Arising</u> Jonathan will be acting chair until the group is at a natural stage to appoint a chair person to lead on group meetings. Jonathan the PPI facilitator will be available to be contacted directly about any concerns.</p>	JMG	<p>Action: No nomination at this meeting bring forward to the next meeting</p>

<p>3.</p>	<p>Database Updates Jonathan McGuigan opened the meeting with an outline of work completed to date updating the involvement database with service user correct details.</p> <p>Jonathon reiterated the importance of receiving consent forms back in order to add a service user or carer to the distribution list.</p>		<p>Action: Service User Attendees proposed consent and updates to the database can be accepted via email to Jonathan. This will reduce need to print forms and duplicate information.</p>
<p>4.</p>	<p>Online Hub and Communication of LIG meetings On advice from the LIG attendees at the last meeting the LIG invites and Online Hub have both been streamlined. Carers will be signposted to the Online Hub via SMS text alert with details on how to link in virtually to the LIG meetings once the text alert system is in place. Jonathan would like input from Carers and Service users as to what should be on the Hub. An online Hub update will be an ongoing standing Item on the Agenda moving forward.</p>	<p>JMG</p>	<p>Action: Add online Hub updates to the LIG agenda as a standing item.</p>
<p>5.</p>	<p>Margaret Mulligan included the purpose of the Online Hub and other modes of communication is to engage with the LD community. What are the important messages and issues that the Trust should be sharing with you? An example is the wellness Time to Relax zoom class</p>	<p>MMULL</p>	
	<p>The LIG attendees would like to get easy access information on services and structures and signposting to advocacy services. Caroline Kelly would like to see promotion of Independent self-advocacy among service users, TiLLi group advertising and other Fermanagh based groups to attend, Training such as Mapa training courses advertised.</p>	<p>JMG</p>	
<p>6.</p>	<p>SMS Text Messaging Service At the last meeting communication between the Western Trust and service users was raised as an area needing exploration to reduce duplication. Jonathan then spoke to propose a new SMS text messaging service. The SMS text service will be utilised to communicate information such as updates to the LD Hub with links, notifications of the LIG</p>		<p>Action: Jonathan to move forward to explore potential. This may be ready for SMS text alert test pilot before Christmas.</p>

<p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p>	<p>meetings and alerts regarding Daycare and other services of interest. Consent is needed from LD members to be added to the distribution list. A consent form will be issued with each copy of the November LD Newsletter.</p> <p>Proposal of using ZOOM for the next meeting Pexip has been adopted for this meeting. Caroline Kelly proposed that Pexip wasn't the best platform to promote remote access. Zoom is used more widely outside of the trust.</p> <p>Caroline also would like considered providing tutorials on Zoom use and possibly direct contact with individual carers to access internet enabled equipment needs and scope this need that assistance may be considered by way of purchase of equipment such as I pads.</p> <p>LIG Terms of Reference The LIG Terms of reference illustrates the structure of the group and aims. Jonathan signposted Attendees to the involvement Terms of reference. These need to be signed by all those involved with the LIG forums.</p> <p>Strategic Advisory Group The Strategic Advisory Group met in September. The Southern Sector LIGs Groups don't currently have a representative at these meetings. Jonathan pointed out this is a good platform to bring issues and concerns forward to given deliberation at senior manager level.</p> <p>PPI Handbook The Handbook has been shared with the LIG group attendees and agreed.</p>		<p>Action: Trial Zoom for the next set of meetings in December with a Hyper Link access</p> <p>Action: ToR to be signed and returned to Jonathan</p> <p>Action: No representation nominated at this meeting bring forward to the next</p>
<p>11.</p>	<p>Reset of Daycare Margaret Mulligan and Christine McLaughlin provided an update on resetting of day service and respite has been agreed regionally and out of Trust control at this stage we are at the 50% target which transfers in raw</p>	<p>MMULL/CMcL</p>	<p>Action: Reset of Daycare to be reflected on in the next issue of the LD Newsletter.</p>

<p>12.</p> <p>13.</p>	<p>figures to 65 service users for every day Monday Tuesday and Wednesday and 70 Service Users each Thursday and Friday.</p> <p>One attendee’s daughter is receiving one day per week and would like more days. Signposted to followup with the relevant key worker outside the meeting.</p> <p>Christine acknowledged that the increasing of numbers in daycare are subject to regional agreement, consideration of Infection control measures, The physical building area plan and sufficient transport provision. We recognise carer burnout, we are limited by number at present but we are keen to explore how we can provide care differently by direct payment for those with different needs.</p> <p>Margaret Mulligan added that further action will also involve looking across the LD service provision to consider expanding support provision for example within the Day Opportunities programme.</p> <p>Learning Disability Newsletter</p> <p>The Learning Disability Newsletter should be issued in the third week of November. It is envisaged that these will be monthly with some content provided by service users and carers. Service users who may be interested in the editorial aspect of producing the LD Newsletter are welcome to contribute to the editorial team.</p> <p>LIG Funding</p> <p>The LIG involvement attendees felt that Fermanagh had its own unique priorities in regard to involvement. They would like the groups number to increase. They would like to mobilise those who don’t have the means to get involved in the LIG groups by way of providing equipment.</p>	<p>JMG</p>	<p>Action: Jonathan to action on sourcing content from the daycentre to include in the LD Newsletter.</p> <p>Action: To be carried forward to the next meeting</p>
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14	<u>Next Meeting</u> The next LIG meeting is agreed to take place on 9 th December at 7.00pm virtually via ZOOM . Jonathan will share advertise this via the Online Hub		
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