

**Regional Family Support Hubs Steering Group**  
**23 June 2015 2pm**  
**Lisburn Health Centre**

**Present:**

Colm McCafferty,	SHSCT – via teleconference
Ciara McKillop	NHSCT
John Fenton	NHSCT
Karen Otley	SEHSCT
Gerry Largey	BHSCT
Mary Murphy	BHSCT

**In attendance:**

Helen Dunn  
Maurice Leeson  
Shauneen Mullan

**Apologies:**

Dr. Michael Murray SEHSCT  
Shirley Ewart-Boyle SCIE  
Michael Hoy, SHSCT

<b>What was Discussed</b>	<b>What was Decided</b>	<b>Who will take the Lead in Moving this Forward</b>
1. Welcome	ML welcomed members to the meeting this was followed by round table introductions.	
2. Minutes / matters arising	The group reviewed the minutes of the previous meeting and these were approved. All matters arising are tabled on the agenda.	

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<p>3. Report Card &amp; Quarterly Returns</p>	<p>HD updated members and shared the Annual report card 26 Hubs currently established as at June 2015. There are 2 more in the process of being operationalised and when a final 2 are established there will be complete geographic coverage across N.Ireland.</p> <p>Re breaking down information at Trust/OG level. ML updated the members and stated that a report card can be developed for each Trust. SHSCT will be used as a Pilot.</p> <p>Re tracking outcomes for service users. It was agreed that each hub will sample 2 families per quarter. It was agreed that families that had been through the process (ie referred on to a service and completed the intervention) only will be used in the samples.</p> <p>SM presented the 2015/16 Quarterly Monitoring template to the group. SM updated the members with the following changes – adding in Telephone enquiries, breaking Child disability down to (0-17) (18-25) age groups to reflect back on our child referrals due to the number of DSC requests for</p>	<p>SM to develop for each Trust.</p> <p>SM &amp; HD to develop standard template and include key questions referral process.</p> <p>SM to provide assistance with roll out of new monitoring form for each Trust area,</p>

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	<p>children being referred with a disability. Rejected at tier 3 has been removed also. SM agreed to circulate the new monitoring form with members for comment and then this will be rolled out to each of the FSH's.</p>	
<p>4. Funding</p>	<p>ML agreed to write out to each Trust re DSC funding. It was agreed that each Trust provide input in relation to funding for future of hubs before September.</p>	<p>ML will write to directors (and copy members in to communication) re amounts available to support Hubs going forward in 2015/16</p>
<p>5. EITP Update</p>	<p>ML noted that the EIS service is currently in procurement.</p> <p>The Workstream 1 proposal has been agreed and is currently being prepared for roll out by PHA/Education Authority.</p> <p>The final workstream 3 project is going to programme board next week.</p>	

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6. Safeguarding	It had been agreed with DHSSPS that safeguarding would be a standing item on the agenda. Safeguarding was discussed at the meeting members did not have any safeguarding issues to discuss.	
7. SCIE Review/ CES Literature Review	SE-B is now back from sick leave and has completed work in SEHSCT and NHSCT. SHSCT is next in line. Engagement with WHSCT and BHSCT will take place over July and August.	ACTION- SE-B will have final report for stakeholder event in September.
8. Service Provider questionnaire	Results will be reported at September Stakeholder Event in Mossley Mill which is provisionally booked for the 23 <sup>rd</sup> September.	
9. Hub Development update	There are currently 26 Hubs taking referrals across the region.	
10. Primary Mental Health Hubs	Discussion focussed on the roll out of Primary Mental Health Hubs.  GL updated re BHSCT and said a lot of the referrals through primary mental health hubs are being identified for Family Support Hubs.	

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	<p>KO updated that pilot for the SE Trust area is in Greater Lisburn and there are currently only three referrals from GP's and cannot report on any progress at present. There is clear plan for close working with the family support Hub.</p> <p>Northern area update. HD noted that this was at an early stage of development.</p> <p>In general terms alignment between the two processes may be complicated by the fact that many GP practices (the 'building blocks' for primary mental health hubs) have people registered from different geographical areas.</p>	
<p>11. Information Sharing Protocol</p>	<p>The current Hub information sharing protocol was discussed.</p> <p>HD to update section "Organisations that will be involved in the data sharing section".</p> <p>It was agreed that this current agreements to be tweaked re sharing for information.</p> <p>The issue of proving informed consent to share data.</p> <p>The issue of consent for the referral process was discussed for each area– BHSCT and</p>	<p>ACTION- HD to circulate amendments for members for comment.</p> <p>ML will consider the issue of</p>

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	SEHSCT only accept a referral if written consent has been completed – Northern Area are accepting verbal confirmation of consent from a worker as basis for referral.	signed referral form being a necessary component of proving informed consent
12. Step up Step Down Protocols	<p>HD discussed the document presented.</p> <p>CMcK stated that in relation to Part 2: Step up from Family Support Hub to Gateway is already recorded in UNOCINI and so on – this may be duplication in the sense that the pathway for referral from provider to gateway for safeguarding reasons is well established.</p> <p>ML said that his only concern was that there was clarity between the providers and the Hub over who made a referral to gateway and at what part of the process.</p> <p>It was agreed that the document is circulated to members for further comment.</p>	HD to circulate to group for further comment.
13. Bi-monthly service update	It was agreed that all members find the Bi-monthly update very useful. HD asked the group members if they have any new services coming on board to let	Group Members to update HD and RA with new information as appropriate.

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	her know so they can then update the news bulletin.	
14. AOB	There was no other business discussed.	
15. Date of next meeting	<p><b>The date of the next meeting is the 27 August in Lisburn Health Centre at 2.00pm. Please note each Trust has been asked to consider on-going sustainability of the Hubs in their and bring proposals to the next meeting. Video-conferencing not available.</b></p>	