



**Raising Concerns Steering Group Meeting
Steering Group**

10 January 2018; 10-12md

Conference Room 2, Level 3 Centre House, Belfast

Present

Bob Brown (Chair)	WHSCT	BB
Liz Campbell obo Linda Kelly	SEHSCT	LC
Joanna McCormick	BHSCT	JMcC
Alison Hume	NHSCT	AH
Mary Frances McManus	DoH	MFMcM
Deirdre Cunningham obo Fiona Bradley	CEC (teleconference)	DC
Siobhan Rice	Leadership Centre	SR
Thomas Hughes obo Sheelagh O'Connor	RQIA	TH
Rita Devlin	RCN	RD
Karen Murray	NIPEC	KM
Apologies		
Dawn Ferguson	SHSCT	DF
Richard Dixon	PCC	RD

Action Item	Action to be taken	Action by
1.	Welcome and introductions Bob Brown (BB) Chair welcomed everyone to the meeting. Round of introductions completed	
2.	Apologies As recorded above.	
3.	Background to the Project KM gave an outline to the background of the project and identified a supporting thread of resilience which may lead to a broader piece of work. The presentation referred to a previous piece of work completed by NIPEC and RCN on behalf of the Nurse Leaders network. Those present could identify with the themes presented and DC from the CEC confirmed that feedback from workshops held at the CEC reflect the issues presented. Equally TH confirmed that RQIA would hear similar issues when conducting focus groups as part of their inspection programme. A number of issues were identified within the discussion <ul style="list-style-type: none"> - Is there an agreed definition of resilience? - What do we mean by raising concerns? - What is a concern? 	

	<ul style="list-style-type: none"> - Current context of service and the risk of accepting the norm - Professional responsibility to raise concerns - Acknowledgement that this is an emotive topic - Acceptance that the context hasn't changed since the NLN report, if anything things are as bad if not worse. - Nurses and midwives should be the eyes and ears of the organisation 	
4.	<p>Project plan (for discussion, development and agreement) KM presented each section from the PID.</p> <ul style="list-style-type: none"> • Aim and Objectives The aim was reworded and a number of objectives were revised. • Timeframe Timeframe for the first phase of the project will be 6 months; project plan identified but will need further review. • Membership Additional members identified and nominations will be sought prior to the next meeting. • Terms of Reference Identified but will need further review 	<p>KM to update PID and recirculate for comment</p> <p>Members to review workplan and provide comment</p> <p>Members to review Terms of Reference and provide comment</p>
5.	<p>Next steps (for discussion and agreement)</p> <p>Update PID</p> <p>Literature search and update literature review</p> <p>Further scoping of issues/ survey</p> <p>Scoping of 8A job description (determine if work is currently being completed)</p> <p>Check with Ex Directors if they are content with the focus of the work</p>	<p>KM</p> <p>RD & KM</p> <p>RD & KM & SR</p> <p>AH & KM</p> <p>BB</p>
6.	<p>Dates and times of future meetings</p> <p>Wednesday 7 March 2018 at 2.00pm venue NIPEC</p> <p>Monday 9 April 2018 at 2.00pm venue NIPEC</p> <p>Monday 11 June 2018 at 2.00pm venue NIPEC</p>	

7.	Any Other Business None	
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Action	Comment	Completed/On-going
Revise PID and recirculate	Draft 2 circulated with notes	
Seek additional nominations from Band 5 and 7 and lead nurse/midwife		
Undertake literature search and update the Literature review	RD and KM to bring findings to next Steering Group meeting	
Devise a survey to scope the issues further	RD and KM to draft survey and circulate for comment	
Determine if work is currently being progressed on the 8A job description.		