



**Raising Concerns Steering Group Meeting
Steering Group**

7 March 2018; 2-4pm

NIPEC Offices, Centre House, Belfast

Present

Bob Brown (Chair)	WHSCT (teleconference)	BB
Linda Kelly	SEHSCT (teleconference)	LK
Joanna McCormick	BHSCT	JMcC
Alison Hume	NHSCT (teleconference)	AH
Dawn Ferguson	SHSCT	DF
Fiona Bradley	CEC (teleconference)	FB
Rita Devlin	RCN	RD
Karen Murray	NIPEC	KM

Apologies

Richard Dixon PCC
Siobhan Rice HSC Leadership Centre
Sheelagh O'Connor RQIA
Joanne McGlade RCM
Mary Frances McManus DoH

Action Item	Action to be taken	Action by
1.	Welcome and introductions Bob Brown (BB) Chair welcomed everyone to the meeting. BB highlighted to the meeting that the O'Hara report had been published (January 2018). The report makes significant reference to issues relating to raising concerns and Duty of Candour. It is an interesting and timely report which is important in terms of the work of this group.	
2.	Apologies As recorded above.	
3.	Notes of the last meeting dated 10 January 2018 Notes of the last meeting reviewed and agreed as accurate.	
4.	Matters Arising from the last meeting dated 10 January 2018 Update PID The updated PID was reviewed and some further amendments suggested. It was also identified that it needed to be checked to ensure consistency of	KM to make amendments and recirculate

	<p>terminology throughout.</p> <p>Membership It was agreed that the current membership was suffice to complete the first phase of the project but that additional staff groups would need to be represented in Phase two. Discussion relating to HR representation on the group and KM to send a follow up email to the nominated HR member.</p> <p>Terms of Reference Agreed</p> <p>Literature Review Literature search complete and KM gave a verbal summary of the findings.</p> <p>Questionnaire The questionnaire has been tested with a small group of registrants and some amendments made in light of their comments. Further amendments where suggested by the steering group. The updated questionnaire will be circulated to a <u>convenience</u> sample of registrants attending education programmes in the HSC Leadership Centre, CEC and RCN. Findings will be collated and presented to the steering group at the next meeting.</p> <p>Scoping of Job Description AH and KM have commenced preliminary work. An email to Trust AD's for Workforce has been sent by AH seeking current JD's for comparison. FB will forward Band 8A/B JD's from the CEC. An initial draft JD will be circulated to the group for consideration and comment. KM will send a further invitation to Staff Side for representation and will also follow up on HR representation to the group.</p>	<p>KM to email HR representative</p> <p>KM to circulate the literature review to the group</p> <p>KM, RD, SR, & FB to complete final amendments and distribute</p> <p>AH & KM to circulate draft JD for comment</p>
5.	<p>Next steps (for discussion and agreement) Write up Literature Review and circulate Revise the questionnaire and circulate to registrants as agreed Develop a draft JD and circulate for comments Develop a template for the purpose of scoping Trust Policy and Processes for Raising Concerns. Clarify a definition of raising concerns as opposed to Whistleblowing.</p>	
6.	<p>Dates and times of future meetings Monday 9 April 2018 at 2.00pm venue NIPEC Monday 11 June 2018 at 2.00pm venue NIPEC</p>	
7.	<p>Any Other Business None</p>	

Action	Comment	Completed/On-going
Make amendments to PID and recirculate		
KM to email HR representative		
KM to circulate the literature review summary to the group		
KM, RD, SR, & FB to complete final amendments to questionnaire and distribute		Completed
AH & KM to circulate draft JD for comment		Complete