STEERING GROUP ON
IMPLEMENTATION OF VALUE FOR MONEY AND POLICY REVIEW

4th meeting, 4th June, 10.30am
Department of Health, Hawkins House

Members of Steering Group in Attendance

Fergal Goodman, DOH (Chair)  Joanne McCarthy, DFI
Gráinne Duffy, DOH  Clodagh O’Brien, NFPBA
Ann McGrane, DoH  Christy Lynch, KARE
Sorcha Murray, DoH  Mary Kealy
Pat Healy, HSE  Paddy Howard, D/PER
Marion Meany, HSE (VFM Project Lead)  Eithne Fitzgerald, NDA
Deirdre Scully, HSE (VFM Project Manager)  Rachael O’Donoghue, DOH (Secretary)

Apologies

Kieran Smyth, DoH  Brian O’Donnell, NFVB
Deirdre Carroll  John Dolan, DFI
Katherine O’Leary, Inclusion Ireland

Documents circulated (prior to meeting)

- Steering Group Project Initiation document (draft)
- Draft minutes of meetings held on 12th March 2014 & 2nd April 2014

Agenda item 1 – Minutes of last meeting

The minutes of the meetings held on 12th March and 2nd April 2014 were agreed. No matters arising.

Agenda item 2 – Steering Group Project Initiation document

An outline was given to the Steering Group on the draft document and feedback was invited from the Group.

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<tr>
<td>Feedback on Project Initiation document to be e-mailed to the Secretary of the Group.</td>
<td>All SG members</td>
<td>13th June 2014</td>
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<tr>
<td>Project Initiation document to be finalised.</td>
<td>DOH</td>
<td>On receipt of SG feedback</td>
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Agenda item 3 – HSE Work plan 2014

An update was given on the progress to date on the establishment of the Working Groups to support the reform programme and the Benefit Realisation training that will be offered to some members of the Working Groups.

It is hoped that the inaugural meeting of all Working Groups will take place by 20th June.

The HSE are working on the development of the VFM project team which should soon be in place and will provide admin support to the Working Groups.
**Value for Money and Policy Review of Disability Services**

**Steering Group Minutes**

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**Value for Money and Policy Review of Disability Services**

**Steering Group Minutes**

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**Action Item(s) Agreed**

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Final document on Working Groups to be circulated to the Steering Group.

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**Agenda item 4 - Communications**

The importance of “managing the message”, using the networks and umbrella organisations and communicating with staff/individuals/parents on changes coming down the line was stressed. Reference was made to the communications plan in Section 6 of the Project Initiation document. Comments were invited from the Steering Group.

A discussion took place on the opportunities that exist for the Steering Group to implement a proactive communications strategy and the various formats that this could take. The DoH is in the process of putting Steering Group documentation on its website, including minutes of Steering Group meetings. Other documents, including the Project Initiation Document, will be added on completion.

HSE will consider a newsletter style approach to posting VFM information on their website. The importance of providing easy-to-read versions of documents was emphasised.

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As part of the feedback requested on the draft Project Initiation document, comments were also invited on the Communications Plan.

DOH website to be updated with relevant VFM material.

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**Other issues discussed**

- The role of the National Consultative Forum was touched on. It was acknowledged that going forward, its role will need to be clarified in the context of HSE structural reform and it will also be affected by the outcome of the Working Group on service user involvement.

- The importance of identifying the desired outcomes in people’s lives following implementation of the VFM recommendations, and capturing the evidence on these outcomes, was acknowledged. It was recognized that this will need to be built into the deliverables in the Work plan and is one of the issues that will be addressed in Working Groups 1 (Evaluation), 4 (Quality and Standards) and 5 (Management and Information Systems) in particular.

- Staffing of the Disability function in the HSE was raised. It was noted that a process of capacity building is currently underway in the HSE, and expressions of interest have been sought. The appointment of Service Improvement teams is currently being pursued, and will include the voluntary sector.

- The role of intellectual disability nursing was discussed: the VFM Review recognized that the role and numbers will change as the VFM recommendations are implemented. The HSE indicated that this issue is being addressed in the context of workforce planning, and will also be relevant to the work of VFM Working Groups 1 (Evaluation) and 6 (Governance). The NDA has been invited to join a national working group on the review of Intellectual Disability Nursing which has been initiated by the Office of Nursing and Midwifery in the HSE. Disability Social Care is represented on the working group.

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**Date of Next Meetings:**

- 3rd Sept 2014, 10.30am
- 5th Nov 2014, 10.30am