

**CYPSP Think Family Subgroup Meeting  
Monday, 16 October 2017  
Action Mental Health, Antrim**

**Minutes**

**Attendance**

Mary Donaghy, HSCB  
Amber McCloughlin, NHSCT  
Angela Mulholland, NICFC  
Barney McNeany, BHSCT  
David Douglas, SHSCT  
Chris Millar, SHSCT  
Margaret Burke, SBNI  
Annie Clarke, HSCB

**Apologies**

David Babington, AMH  
Marlyn Grant, NHSCT  
Kate Lambe, NHSCT  
Liz McCurry, NHSCT  
Cathy Bell, DE  
Stephanie Patton, SEHSCT  
Hazel Quinn, SHSCT  
Mirjam Bader, Mindwise  
Helen Dunn, HSCB  
Flo Fegan, SHSCT  
Anne Grant, QUB  
Anne McMahan, SHSCT  
Maurice Leeson, HSCB  
Avery Bowser, Action for Children

<b>Agenda Item</b>	<b>What was discussed?</b>	<b>Who will Lead?</b>
<b>1. Welcome and Apologies</b>	Mary Donaghy welcomed members of the group to the meeting. Apologies are noted above.	
<b>2. Minutes of the last meeting: 26 June 2017</b>	The minutes from the last Think Family Subgroup meeting held on 26 June 2017 were shared with members and agreed.	
<b>3. Regional learning from Belfast Trust SAI</b>	<p>At the previous meeting it was agreed that Eileen Woods would share the following items with the Regional Think Family group:</p> <ul style="list-style-type: none"> <li>- Information to be sent on BHSCT champions model training;</li> <li>- 'Failure to Attend' template letter; and</li> <li>- Disengagement Policy.</li> </ul> <p>Barney McNeany agreed to follow this up with Carol Diffin.</p> <p>Amber McCloughlin informed members that the Northern Trust is currently revising their 'Failure to Attend' template letter.</p> <p>David Douglas stated that the Southern Trust had put in place the following recommendations:</p> <ol style="list-style-type: none"> <li>1. Development of a Disengagement Policy by Children Community Services Directorate in line with Mental Health Services.</li> <li>2. Review of current training on working with parents with mental health and self-harm behaviours and confirm the need for this training</li> </ol>	Barney McNeany

	<p>to be mandatory for Health Visitors and identify the need for any additional training required.</p> <p>3. Health Visitors are to be informed that, when following 'failure to contact a client' guidelines, any letter sent to the service user must state that they will continue to receive the universal service and that the next review is likely to be on a particular date.</p> <p>Mary Donaghy noted that revisions to the Joint Protocol (HSCB) should include these recommendations. This learning should also be shared with the various training teams including Health Visitor and Nursing teams.</p> <p>In relation to sharing the learning among group members, it was agreed to take this forward through the Transition Strategy Workshop.</p>	
<p><b>4. Updates from Interface Groups in Trusts:</b></p> <ul style="list-style-type: none"> <li>- Champions Template;</li> <li>- Communication Plans.</li> </ul>	<p>Work is ongoing with regards to the Champions Template.</p> <p>Communication Plans are in place in the Northern, Belfast and Southern Trusts. Mary Donaghy to establish if Communication Plans are in place in South Eastern and Western Trusts. It was agreed to remove the Communication Plans as a standing agenda item.</p>	<p>Mary Donaghy</p> <p>Annie Clarke</p>
<p><b>5. Work Plan Updates</b></p>	<p><b>Social Work Assessment Pilot</b></p> <p>Mary Donaghy provided feedback from the recent learning workshop held in September 2017. Feedback has been very positive from both Staff and families. There has been great variation in the types of cases been taken forward in the pilot. Each Social Worker must undertake a minimum of 4 assessments. The pilot will finish once all assessments have been completed. An evaluation will measure the outcomes emerging from the pilot.</p> <p><b>Think Family Support Worker</b></p> <p>This has been extended to Belfast Trust Area. A Think Family Support Worker will also commence in the Western Trust.</p> <p>Mary Donaghy outlined funding had been allocated to each Trust to employ a Think Family Support Worker. This post would be non-recurrent for 1 year under the auspices of Preventing Family Breakdown. The post would look to embed a multi-agency approach, based in Adult Mental Health, but shared across both Adult's and Children's Services. There has been a delay in sending out the Individual Project Template (IPT).</p>	

	<p>Members stated that there must be clear direction about what the money can be spent on, but also the specification should allow Trusts to be innovative.</p> <p>Mary Donaghy to check with Eithne regarding sharing IPT at this stage.</p> <p><b>South Eastern Trust Pilot</b>  This pilot ended in March 2017. The Report Card is currently being finalised and will be shared with members once completed. A report will also be produced by the Think Family Support Worker and included as an appendix in the overall Pilot Report. Mary highlighted that one of the initial key messages emerging from the pilot was the impact upon other family members.</p> <p>Angela Mulholland queried whether the impact of charities, voluntary and community organisations on addressing Mental Health issues within families was reflected within the pilot. Annie stated that a significant number of families and individuals had been signposted to a range of voluntary and community organisations within the South Eastern pilot, and that this had been reflected within the Report Card. Angela outlined the wide ranging role of NI Cancer fund for Children and specifically in supporting families where a parent has been diagnosed with cancer. Angela suggested that there is a need for greater promotion of the range of services available within the community setting. Mary invited Angela to share information regarding services available through NI Cancer Fund for Children with Annie who would distribute to group members.</p> <p><b>Think Family Study</b>  An International Conference will be held on <b>Friday 18th May 2018</b> as part of Mental Health Awareness week. The conference will include the launch of the Think Family Study, as well as exploring examples from elsewhere. Members are asked to hold the above date in their diaries. Organisers are keen to involve both service users and service practitioners in the conference.</p> <p><b>Think Family Audit</b>  Mary Donaghy stated that Queen’s University, Belfast (QUB) have completed the Literature Review for the Think Family Audit and are currently awaiting governance sign off from some Trusts.</p>	<p>Mary Donaghy</p> <p>Mary Donaghy</p> <p>Angela Mulholland and Annie Clarke</p> <p>All Members</p>
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	<p>The Northern Trust is liaising with QUB regarding queries relating to the methodology.</p> <p>Members raised concerns regarding the capacity of Trust staff to undertake questionnaires, source information etc. and this should be taken into account when developing the specification for pieces of work. Mary Donaghy acknowledged that consideration should be given to the resource implication upon organisations such as the Trusts when developing specifications for research.</p> <p><b>e-Learning Tool</b>  Educational Shakespeare Company and Adrian Falkov have been filming here for the e-Learning tool. A service user group are being used as an expert reference group for the e-learning tool. This production will be built into existing staff training. The HSC Leadership Centre will host the e-learning and a platform is being built to accommodate this tool.</p> <p>The e-learning tool is being developed between Northern Ireland, Norway and Australia. The e-learning resource will have studies, theory and video footage. It will be used for undergraduates and post registration training in Universities and to be used with delivery of training in each Trust. This should be ready for December 2017.</p>	
<p><b>6. Strategy for Transition of TFNI</b></p>	<p>As agreed at the last meeting, a workshop will be held to explore opportunities for the transfer of Think Family NI from the regional Think Family Group into local Trust planning and delivery structures.</p> <p>Margaret raised some concerns as to how Regional Learning processes will be taken forward once Think Family has been transferred to the Trusts. Mary outlined that areas such as the future of the Regional Subgroup and its role would be discussed at the workshop.</p> <p>Anne McMurray will independently facilitate this workshop and a provisional date of <b>Wednesday, 13 December 2017</b> was suggested. A number of members expressed their unavailability on this date. Mary suggested circulating the date with all members to establish availability and if unsuitable, a new date (perhaps early in the new year) would be shared. The workshop will be open to group members and Chairs of the Interface groups.</p>	<p>Annie Clarke</p>
<p><b>7. COPMI</b></p>	<p>Mary Donaghy informed the group that COPMI has recently transferred its e-Learning courses to its new centre. This is an extremely valuable website and Mary encouraged members to share this with</p>	<p>All members</p>

	colleagues.	
<b>8. AOB</b>	No other business discussed	
<b>Next Meeting</b>	<b>Think Family Transition Strategy Workshop</b>  Date: <b>Wednesday, 13 December 2017 (TBC)</b> Time: <b>10.00am - 12noon</b> Venue: <b>Action Mental Health, Antrim (TBC)</b>	All members to forward availability to Annie Clarke