



Minutes of the 94th Council meeting of the Patient and Client held on 19th July 2022 via Zoom:

Open session 9:00 – 9:45

Present:

Ms Christine Collins (Chair)
Mr Alan Hanna
Mr Paul Douglas
Mr Patrick Farry – joined at 9.22
Mr Bill Halliday
Ms Joan McEwan

In Attendance:

Ms Vivian McConvey, Chief Executive, PCC
Ms Meadhbha Monaghan, Head of Operations PCC
Ms Claire Connor, Interim Head of Development and Corporate Services PCC
Ms Rosemary Taylor, Senior Governance Manager PCC
Ms Lesley Mitchell, HSC Leadership Associate
Mrs Carol Collins, PCC, Business Manager

Apologies:

Michelle Tennyson, Assistant Director, PHA
Mr Martin Reilly

1. Welcome

The Chair welcomed everyone to the meeting. The Chair thanked Ms Taylor and Ms Mitchell for their contribution and also thanked to Ms Connor noting that this was her first time at presenting the PCC monthly accounts.

Apologies were received from Ms Tennyson and Mr Reilly.

2. Declaration of Interests – Paper 646

The Chair presented Paper 646, Declaration of Interests. As previously noted, the Chair declared an interest due to her position as Interim Chair of the RQIA.

Ms Ewan also noted that she had two other positions that she has declared that do not constitute a conflict of interest.

3. Chair's Update

The Chair provided an update.

In regards to appointment of new Council members, the Chair advised that she will contact the Department for an update stressing the increasing urgency of the situation.

The Chair referred to the new Management Board, the HSC Performance and Transformation Executive Board, which has replaced the Rebuild Management Board (RMB) following a review. The Chair has advised that Ms McConvey is requesting a copy of the Terms of Reference to understand more about the group. She noted that while it would not be appropriate for PCC to be on the group, given its executive nature, PCC did need to be sighted on developments in the HSC in order to be able to be a strong voice for patients and service users.

Ms McConvey updated the Council regarding PCC's position with the Muckamore Abbey Inquiry. Ms McConvey reported that the PCC met the requested deadline in uploading the requested documents. Independent legal advice was provided by Mr Brian Donnelly who also assisted the PCC with the covering letter to the Inquiry. The inquiry has received all of the documents but have asked the PCC to rename the folders which will be completed by the 22nd July 2022. Ms McConvey noted that the support from BSO DLS was minimal and this had made the process difficult. Ms McConvey has spoken with Ms Bridget Worth at Sponsor Branch to discuss what legal support the PCC need to remain independent. The business case to support this will be signed off by the end of week. Ms McConvey noted its importance as the second tranche of the Inquiry has begun and the PCC need to ensure it receives the independent legal support and guidance required for its ongoing participation.

The Chair agreed that this was a fundamental requirement which needs to be resolved with urgency.

4. Annual Report, Accounts and Governance Statement 2021-22 – Paper 655

Ms Mitchell presented Paper 655 which was a summary of the Annual Report, Accounts and Governance Statement for 2021-22.

Mr Douglas noted that it was reassuring that not only did the PCC get a clean audit report but there were no material adjustments which is a great vote of confidence in PCC's processes. Mr Douglas proposed approving the paper and Mr Hanna seconded it. The Annual Report, Accounts and Governance Statement 2021-22 was approved. The Chair, Ms Collins and Accounting Officer, Ms McConvey will now formally sign the document.

The Chair thanked all for their contribution in the completion of the report, recognising the amount and complexity of the work involved.

5. Financial Plan 2022/23 – Paper 658

Ms McConvey presented paper 658, PCC Financial Plan 2022/23. Ms McConvey thanked Ms Mitchell for assisting in the creation of this as it involved a lot of work. Ms McConvey noted that while there was a deficit of £93K at the beginning of the financial year, she was confident that the systems that are currently in place will ensure that the organisation "breaks even" at year end, using available resource to the full while avoiding any underspend.

The Chair enquired about the pay costs of £58K aligned to Council members which seemed high. Ms McConvey advised that this was based on the full Council

accompaniment being inducted in August/September 2022 and will be reduced in lines with start dates and volume of new members.

Mr Douglas asked if the PCC could get support covering the amount of sick pay forecasted to be paid. Ms McConvey advised that a decision was made to cover the work of those on long term sick by agency staff, which then had a knock on effect on staff costs.

Mr Hanna noted the opening deficit, and concerns around it and how it would be managed throughout the year had been discussed in the last Business Committee. However, Mr Hanna added that this paper covers the concerns and the forthcoming Demand and Capacity paper, was confident that there was a clear process in place to ensure this was monitored throughout the year.

The Chair added that with the current workload around the Strategic Statement of Intent and the Peoples Priorities, the PCC was being reshaped into a different organisation that needed the financial resource to ensure this work was completed.

Ms McConvey advised that Ms Connor would be leading on the financial element of the Demand and Capacity paper. Ms McConvey also advised that there was a need to have the right skill base amongst staff to ensure there was a development of the SAI department within the PCC. Ms McConvey has discussed this will Sponsor Branch and advised that due to the complexities of the advocacy cases, CEV's being presented and the PCC's involvement with engagement platforms, may need to have a Band 7 managing this part of the work.

The Chair agreed that the PCC, as an organisation, should be proactive and have the capacity, both in terms of handling the volume and the complexities of cases and strategic developments to make a positive contribution. She said it was vital that the staff should be skilled enough to handle the complexities of the work coming its way. The Chair noted that with this plan in place, the PCC would not be at a £93K deficit by year end.

Ms McConvey paid thanks to Ms Connor, Ms Mitchell, Mr Gerry Crossan (Business Support Manager, Finance) and Mr Shane McLoughlin (BSO Finance) for helping with this plan.

The Chair asked if Council approved the paper: and noted unanimous approval..

6. Financial Performance Report; Month 2 – paper 659

Ms Connor presented Paper 659, Financial Performance Report, Month 2.

Ms Connor advised that at Month 2, the PCC were at breakeven and would be reviewing Month 3 over the next week. Ms Connor noted that there were 3 business cases currently being worked on; Demand and Capacity; MAH Inquiry; and alternative premises. Ms Connor noted that at this early stage, there was nothing else that Council needed to be aware of. Ms Connor also echoed the comments from Ms McConvey that the team at BSO Finance were supportive.

The Chair noted that the formatting of this report was clear and helped with the flow of information.

The Chair asked if Council approved the paper: and noted unanimous approval.

7. Proposal to amend 4.13 Council Quorum in Standing Orders – paper 660

Mr Douglas presented Paper 660, Proposal to amend 4.13 Council Quorum in Standing Orders. Mr Douglas advised that this was a practical step to ensure that the Council remained quorate and kept the business functioning. Mr Hanna agreed and noted that this proposed amendment would bring the PCC in line with other HSC bodies.

Ms McEwan agreed that this was a practical change to make but added that this was a lot of responsibility for 2 people to have (given the current Council numbers) and this situation should be reflected as a risk on the Corporate Risk Register (CRR).

The Chair added that this was an exceptional circumstance and as the wording has been changed to “one third”, this will be dependent on the number of Council Members and will rise once the new Council Members have been recruited. However, the Chair did agree that this should be placed on the CRR.

Ms McConvey also advised that she would raise the issue in the bi-monthly Sponsor Branch meeting.

Action: Ms Connor to update the CRR.

The Chair asked if Council approved the amendment to the Quorum; and noted unanimous approval.

8. AOB

The Chair requested that Ms Collins arrange a Council workshop to discuss some of the issues raised in the meeting which will feed into the next Council meeting.

Action: Ms Collins to arrange a workshop August 2022

9. Close

The Chair thanked everyone present and closed the meeting at 09:55

The next meeting of the Patient and Client Council will take place on the 13th September 2022 at 10am.

Christine Collins

Signed: _____ Date: 15 November 2023

Ms Christine Collins, Chair