

NIMC Steering Committee
Minutes 15 January 2021 11am – 1pm
Microsoft Teams VC Platform

Attendees:

Members: Mr John Saunders (Chair), Ms Fiona Coyle, Ms Aisling Culhane, Ms Kerry Cuskelly, Mr Maurice Dillon, Dr Joseph Duffy, Prof Daniel Flynn, Dr Siobhan MacHale, Mr Dave Maguire, Mr John Meehan, Dr Amir Niazi, Dr Brian Osborne, Ms Caroline Pigott, Mr Ian Power, Mr Jim Ryan, Mr Michael Ryan, Dr Anne Marie Waldron.

In attendance: Dr Philip Dodd (DoH Mental Health Unit), Ms Emily Flaherty (DoH Mental Health Unit), Mr Tom O'Brien (HSE), Ms Grainne Clarke (CES)

1. Minutes of previous NIMC Steering Committee Meeting
 - Minutes
 - The Minutes of the previous Steering Committee Meeting, dated 11 December 2020, were proposed by Ms Cuskelly and seconded by Prof Flynn, and thus signed off by the Committee. The Minutes will be published on the Department of Health Website.
 - There were no matters arising from these Minutes.
 - **Action: Secretariat to publish Minutes on DoH Website.**
 - Housekeeping and introductions
 - The Chair discussed *housekeeping* matters to ensure smooth running of meeting and future meeting(s).
 - The Chair invited Dr Osborne to introduce himself, as he was not in attendance at the first meeting of the NIMC.
 - The Chair discussed the need to agree a quorum for Steering Committee Meetings to enable decision making. A quorum of 50% +1 was agreed; as the Steering Committee has 17 members, quorum with 50% + 1 is 9 members. This may change with membership numbers.
2. Presentations from HSE
 - Ms Clarke and Mr O'Brien joined the meeting.
 - Service Plan 2021
 - Mr Meehan gave a detailed overview of HSE Service Plan 2021 for mental health specifically with regards how NSP areas dovetailed with StV recommendations. He indicated that the NSP is not yet published, and therefore remains confidential.
 - The issue of recruitment was discussed.
 - Mr Meehan discussed the challenges presented by internal recruitment, noting that the HSE had invested heavily in Undergraduate Nursing Programmes, which were expected to come on stream shortly, and that flexible working/online access makes a big difference especially with psychology staff.
 - Mr J. Ryan also noted the significant investment in BST Psychology, which will increase work teams, as well as the need for key individuals for teams.

- Prof Flynn noted that Dr Cathal Morgan was leading a HSE Group looking at workforce planning for Psychology and a report will be released soon.
 - Ms Cuskelly requested clarity regarding the Housing Co-Ordinator Posts which Mr Meehan responded to.
 - Dr MacHale noted that flexible local approaches to recruitment could help, namely with more flexible requirements in advertising campaigns.
 - The issue of Key Performance Indicators (KPIs) was discussed
 - Mr Meehan discussed how service outputs would need to deliver positive demonstratable service user outcomes; once KPIs are developed, outputs and outcomes can be built.
 - Ms Pigott noted that the Department of Health in conjunction with Amsterdam University Medical Centers, was working on developing a health system performance assessment framework in Ireland which could be useful.
 - Mr Meehan requested that Ms Pigott share details with him of assessment framework in development.
 - Ms Pigott expressed a preference for up to date reporting (quarterly reporting being reporting in arrears), suggesting some form of dashboard.
 - Mr J. Ryan concurred that this would be preferable but noted that this would not be possible at present, with the majority of mental health services depending on paper-based reporting.
 - Ms Pigott noted that an integrated approach, with links to Acute Hospitals etc. would be desirable.
 - **Action: Secretariat to circulate HSE presentation slides to all members after meeting.**
 - **Action: Ms Pigott to share 'Developing a health system performance assessment framework in Ireland' presentation with Mr Meehan. The Secretariat can circulate to other members upon request.**
- HSE Implementation Group, Reporting Methodology and Development of Implementation Plan
 - Ms Clarke gave an overview of initial thoughts on StV implementation in the HSE.
 - Ms Clarke's presentation gave an overview on:
 - Background of HSE/CES Partnership
 - The proposed HSE implementation group, including principles of the programme, structures and governance and methodology and tools.
 - The draft implementation structure within the HSE
 - Mental Health Project Management Methodology
 - The HSE Implementation Group Programme Board
 - The Initial Steps of the HSE Implementation Group
 - This would include a significant mapping exercise of ongoing StV aligned tasks and projects.
 - Mr Power praised the methodology, noting its effectiveness in other projects that he was aware of, and asked whether the prioritisation of projects would come back to the Steering Committee and whether it would be possible to do a macro costing exercise of the entire policy in the first 12 months.

- Ms Clarke outlined that the 1st task for the Programme Board would be to develop a criteria or scoring system to determine the prioritisation of projects, which would enable the Board to work back/logic model to understand what outcome enablers are required.
- Ms Clarke noted that following the mapping exercise, with regards existing projects, the Board might simply monitor existing projects.
- The Chair noted the Reporting expectations of the Department and Minister.
- Mr J Ryan reiterated the need to look at implementation science and have a proper plan and noted that this would also enable better reports in the long term.
- **Action: Secretariat to circulate presentation slides to all members after meeting.**
- **Action: Secretariat to put considered discussion of both HSE presentations on the Agenda for February Meeting.**

3. Engagement with other government Departments.

- Dr Dodd presented an overview of an initial mapping exercise completed by DoH Secretariat for non-HSE StV recommendations.
 - StV proposes a whole of system approach to mental health, for which substantial interdepartmental engagement is required.
 - Dr Dodd gave an overview of the methodology behind the development of the original StV interdepartmental recommendations, and the ‘clustering’ approach of aligned actions proposed by the Secretariat, noting that the NIMC did not want to undermine existing work.
 - Ms Coyle noted that there are existing groups and committees (in the disability and housing space) that could be included in this mapping exercise, about which she could provide more information.
 - Mr Dillon noted that some HSE actions sat in primary care and observed that the HSE Implementation Group should take a similarly integrative approach.
 - The Committee endorsed the Secretariat to continue their proposed approach and report back.
 - **Action: Secretariat to circulate presentation slides to all members after meeting.**
 - **Action: Secretariat to continue mapping/scoping exercise.**
 - **Action: Secretariat to put considered discussion of this presentation on the Agenda for February meeting.**
 - **Action: Ms Coyle to provide information on other groups/committees that could be included in mapping exercise.**
- Mr O’Brien and Ms Clarke left the meeting.

4. Revised Terms of Reference of NIMC Steering Committee

- The Chair outlined that the NIMC need more flexibility around setting up Specialist Groups, specifically in relation to the non-HSE Actions.
- Reflecting this, the Secretariat have reviewed the ToR and made small suggested changes to the ToR, which will be shared with the NIMC after the meeting. Members

should return any comments by email, with a view to signing off the ToR at the February meeting. The ToR will be open to review on an annual basis, once signed off.

- The infographic of NIMC structures, now aligned to the Revised ToR will issue with ToR.
 - **Action: Secretariat to share Revised ToR.**
 - **Action: Secretariat to include sign off of Revised ToR on February Agenda**

- 5. Learnings from Other Policies and Strategies
 - The Chair discussed 'A Policing Service for the Future: Implementing the Report of the Commission on the Future of Policing in Ireland' specifically in relation to the development of clear enablers and suggested that it might make good background reading.
 - All NIMC Members can and are welcome to recommend other reading material to inform work of Committee.
 - Mr Meehan encouraged everyone to see the CFL dashboard.
 - **Action: Secretariat to circulate 'A Policing Service for the Future' and link to NOSP Implementation Monitoring Dashboard**

- 6. Oireachtas Sub-Committee on Mental Health
 - The Chair indicated that he had been requested to present to the Joint Oireachtas Sub-Committee on Mental Health on the development and work of the NIMC. The initial planned meeting has been postponed (due to COVID 19 related restrictions on Oireachtas meetings) and a new date has yet to be scheduled. The event is public, and the Committee will be notified once a date has been arranged. The Chair will be accompanied by Dr Philip Dodd.
 - The Chair will give a 5-minute opening statement and outlined potential subheadings that he may address.
 - **Action: Secretariat to notify Committee with date of Joint Oireachtas Sub Committee Meeting, once scheduled.**

- 7. Proposed NIMC facilitated session
 - The Chair outlined that it had been suggested that the Committee undergo a facilitated session to discuss and plan for enhanced Committee work and engagement.
 - There was a consensus for two morning half day sessions (rather than a full day, or afternoon).
 - **Action: Secretariat to issue to doodle poll to assess availability.**
 - **Action: Secretariat to follow up with regards facilitation and revert.**

The Chair closed the meeting at 12.45pm.

Chair Signature & Date

Minutes Approved by Chair and NIMC Steering Committee, 12/02/2021

Actions Arising from the Meeting

No.	Action	Responsibility	Timeframe
1	Secretariat to publish Minutes on DoH Website.	Secretariat	12/02/2021
2	Secretariat to circulate presentation slides of all three presentations to all members after meeting.	Secretariat	12/02/2021
3	Secretariat to put considered discussion of both HSE presentations and Secretariat presentation on the Agenda for February Meeting.	Secretariat	12/02/2021
4	Ms Pigott to share Assessment Framework Presentation with Mr Meehan. The Secretariat can circulate to other members upon request.	Ms Pigott / Secretariat	12/02/2021
5	Secretariat to continue mapping/scoping exercise.	Secretariat	12/02/2021
6	Ms Coyle to provide information on other groups/committees that could be included in mapping exercise.	Ms Coyle	12/02/2021
7	Secretariat to share Revised ToR.	Secretariat	12/02/2021
8	Secretariat to include sign off of Revised ToR on February Agenda	Secretariat	12/02/2021
9	Secretariat to circulate 'A Policing Service for the Future' and link to NOSP Implementation Monitoring Dashboard	Secretariat	12/02/2021
10	Secretariat to notify Committee with date of Joint Oireachtas Sub Committee Meeting, once scheduled.	Secretariat	Ongoing
11	Secretariat to issue to doodle poll to assess availability.	Secretariat	12/02/2021
12	Secretariat to follow up with regards facilitation and revert.	Secretariat	12/02/2021