

EXPERT REVIEW OF RECORDS OF DECEASED PATIENTS OF DR WATT

MINUTES OF STEERING GROUP MEETING

Held on Thursday 01 April 2021 at 09.00 – Via Zoom Call

Members:	Professor Aneez Esmail	Clinical Advisor and Co-Chair
	Mrs Emer Hopkins	RQIA Interim Director of Improvement and Co-Chair
	Mrs Lynn Long	RQIA Interim Deputy Director of Improvement
	Mr Brian O'Hagan	IHRD Duty of Candour Work Stream and Chair of the Service User Group
	Ms Jacqui McGarvey	RQIA Board Member
	Professor Stuart Elborn	RQIA Board Member
In Attendance:	Dr Leanne Morgan	Clinical Lead
	Mr Malachy Finnegan	Communications Manager
	Mr David McCann	Asst. Director of Improvement
	Mrs Linda Rafferty	Interim Project Lead
Apologies:	Mr David Galloway	Director of MS Society and Chair of NI Neurological Charities Alliance

1 Welcome, Apologies & Declaration of Conflict of Interests

Professor Esmail welcomed members to the meeting and noted Mr Galloway's apology. No new declarations of conflict of interests were reported.

2 Minutes of the Previous Meeting of the Steering Group held on 03/02/21

The minutes of the previous meeting were approved as a true record subject to amending abbreviations to be spelt out in full.

3 Matters Arising

There were no matters arising from the previous meeting.

4 Steering Group Terms of Reference

Terms of Reference approved subject to a single amendment to the flow chart.

5 Permanent Secretary Neurology Review Advisory Group - Update

Mrs Hopkins advised that there was no update to provide as the above group had not met since the previous meeting of the Steering Group.

6 Review Progress – Update

Mrs Rafferty and Dr Morgan spoke in detail to the previously circulated highlight report dated 01/04/21.

7 Family Involvement Plan

Mrs Rafferty and Dr Morgan provided an outline of the plan for involving bereaved families in Phase 2 of the Review:

Group 1 – Families who have contacted RQIA with concerns regarding the care provided to their relatives.

- Families will shortly receive a letter from RQIA (in alignment with the Communications Plan) advising them of the current status of the Review and inviting them to become involved through engagement with the Review's Family Liaison Team;
- Options for engagement include in-person meetings, by zoom call or telephone call, or by completing a structured Family Information Form;
- Support will be provided through signposting to organisations such as Cruse, and/or opportunities to be referred to Inspire for individual, confidential counselling, should this be required;
- With the agreement of each individual family, the information provided will be shared with the Expert Review Panel;
- Families will be offered the opportunity to receive individual feedback on the findings of the Expert Review Panel, should they wish to do so.

Group 2 – Next of kin unknown.

- RQIA will write to the GP of each of the deceased patients within Group 2 to ask them to forward a letter from RQIA to the next of kin, offering the same opportunities as above with regard to becoming involved in the Review.

8 Communications Plan

Mrs Hopkins informed the group that the Minister for Health plans to make a statement to the Northern Ireland Assembly on 13 April 2021 regarding the Neurology programme of work.

Mr Finnegan advised that the Neurology section of the RQIA website had been re-designed and will be updated with a package of information in alignment with the Minister's statement, as follows:

- Latest News (update on the Review)
- Frequently Asked Questions
- Engagement with Families
- How to Contact Us
- Key Documents
- Meetings

Members discussed and agreed on the importance of effective, accurate and timely Communications to support family and public interest, to include media and governmental interest.

9 Key Risks

Mr McCann informed members that the Department of Health had undertaken to resolve the matter of Indemnity directly with the Royal College of Physicians.

10 Review Costs

Mr McCann reported that review costs until the end of 2020-2021 had been internally absorbed by RQIA. He further reported that the development of a business case for the Department of Health was underway with regard to securing funding for the completion of Phase 2 and to plan for Phase 3 of the review.

11 Next Meeting

Members agreed to meet again in approximately 12 weeks, or to reconvene sooner if necessary.

12 Any Other Business

Ms McGarvey asked for her commendations to be noted with regard to the progress the review team has achieved to date and in noting the detail of the plans to take forward the Review. This was supported by the rest of the group.

There being no other business, Professor Esmail thanked everyone for their contribution and closed the meeting.