

TERMS OF REFERENCE

MEETING NAME: MUCKAMORE ABBEY HOSPITAL (MAH) INQUIRY AND RELATED WORKSTREAMS OVERSIGHT GROUP

<p>1. PURPOSE</p>	<p>1.1. To oversee and ensure the Belfast Trust’s full and timely participation in the Muckamore Abbey Hospital (MAH) Inquiry; the receipt of its final report; and the process to implement recommendations and learning arising from it.</p> <p>1.2. To ensure that the implementation of those recommendations is systematic, measurable, and aligned to Trust values and statutory obligations.</p> <p>1.3. To oversee, in alignment with that process, the following additional related workstreams:</p> <ul style="list-style-type: none"> a) The Belfast Trust’s involvement in the PSNI-led MAH 2017 CCTV Investigation (Operation Turnstone) b) The Belfast Trust’s MAH 2017 CCTV investigations c) The resettlement of the remaining MAH inpatients d) The full decommissioning and closure of the MAH site e) The work to seek and secure clarification from the High Court in relation to the processing of complex Subject Access Requests where there is a question regarding capacity to consent
<p>2. DUTIES</p>	<p>2.1. Oversee the implementation of actions required in relation to the lead-up to the Inquiry’s final report (e.g. warning letters, fact checking, etc.).</p> <p>2.2. Oversee the development and ensure the timely provision of relevant information and support to patients, families, and carers affected by the Inquiry’s Report and Recommendations (current and past).</p> <p>2.3. Oversee the development and ensure the timely provision of relevant information and support to staff affected by the Inquiry’s Report and Recommendations (current and previous).</p>

	<p>2.4. On receipt of the Report and Recommendations and based on Trust Board’s position regarding that outcome: to establish a time-bound implementation plan with clear ownership and outcomes.</p> <p>2.5. Oversee alignment of all actions with the additional workstreams outlined at (1.3) above.</p> <p>2.6. Maintain transparent communication with affected patients, families and carers, staff, partner organisations and the public regarding progress and learning.</p> <p>2.7. Provide a monthly summary report to Trust Board detailing progress and reporting any variance against agreed objectives or other matters of concern</p>
<p>3. AUTHORITY</p>	<p>3.1. The Oversight Group is authorised by the Trust Board to undertake all activity within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by this group.</p>
<p>4. GOVERNANCE & REPORTING</p>	<p>4.1. The Oversight Group reports directly to the Trust Board.</p> <p>4.2. The Chair will present a monthly assurance report to the Trust Board.</p> <p>4.3. Existing workstreams and their associated meetings that carry out the work outlined at (1.3) above will report to the Oversight Group using a standardised workstream update report template.</p>
<p>5. MEMBERSHIP</p>	<p>Chairperson Chief Executive</p> <p>Deputy Chair: Executive Director of Social Work & Children’s Community Services</p> <p>Members</p> <p>Non-Executive Director / Acting Chair</p> <p>Director of Human Resources</p> <p>Head of Communications</p> <p>Interim Director of Mental Health & Learning Disability</p> <p>Director of Nursing & User Experience</p> <p>Director of Medicine</p> <p>Director of Finance (by exception only)</p> <p>Co-Director Risk & Governance</p>

	<p>In the event any member is unable to attend, they should delegate attendance to an appropriately informed deputy.</p> <p>In attendance Other members of Trust staff may be required to attend all or part of meetings, as necessary</p> <p>Secretary Senior Information Officer for Public Inquiry and Trust Liaison</p>
6. MEETINGS & ADMINISTRATION	<p>6.1. Meetings will occur monthly.</p> <p>6.2. Quorum: The Chair (or a nominated Deputy), the Interim Director of MH/LD, plus at least 2 Directors, and one Non-Executive Director</p> <p>6.3. Papers will include:</p> <ul style="list-style-type: none"> - Standing Agenda, draft minutes of previous meeting, and other meeting papers will be circulated at least three working days prior to the next meeting - Reporting templates for each workstream will be completed in advance and discussed at each meeting <p>6.4. Record keeping: Action notes will be taken to include:</p> <ul style="list-style-type: none"> - The names of all present at the meeting - A record of the decisions made and any dissent - Actions agreed - Details on any issues to be escalated - An action log will be provided, detailing who is responsible and expected timescale for completion
7. CONFLICT OF INTEREST	<p>7.1. The Chair shall seek any declarations, including any declarations of conflicts of interest, from members at the start of every meeting. Members may be required to recuse themselves from the meeting or parts of the meeting, as necessary, on this basis. This will be recorded in the action notes.</p>
8. REVIEW	<p>8.1. These Terms of Reference will be reviewed annually or earlier at the request of the Trust Board.</p>

Attachments:

- **Workstream Update Report Template (for workstreams reporting to this Group)**
- **Meeting Assurance Report Template (for this Group reporting to Trust Board)**

Document History

Version	Date	Owner	Notes
1	27.10.21	Carol Diffin	Agreed with EDG on 27.10.21
2	15.02.22	Carol Diffin	Incorporating amendments proposed at meeting on 20.01.22, and adding Appendix 1
3	21.03.22	Carol Diffin	Incorporating amendments proposed at meeting on 24.02.22, and adding Appendix 2
4	22.04.2022	Carol Diffin	Incorporating amendments proposed at meeting on 24.03.22
5	28.04.2022	Carol Diffin	Agreed at MAH Inquiry Oversight Group Meeting – with caveat that information previously included in Appendices 1 and 2 be removed to form separate working document
6	19.07.2022	Carol Diffin	Quorum updated to reflect requirement for 2 Executive Directors <i>as well as</i> the interim MHLD Director in attendance, plus one Non-Executive Director. This version approved at meeting 19.07.2022.
7	21.02.2024	Sara Templer	Updated to reflect changes in post holders, and timescale for further review. This version considered at meeting 05.03.2024.
8	08.05.2024	Sara Templer	Updated to reflect changes in post holders, and timescale for further review. This version considered at meeting 10.05.2024.
9	29.10.2024	Sara Templer	Updated to reflect changes in post holders and timescale for further review. This version to be considered at meeting 05.11.2024.
10	05.11.2024	Sara Templer	Updated to reflect changes agreed at meeting 05.11.2024.
11	02.12.2025	Sara Templer	Updated to reflect changes agreed at meeting 14.10.2025 – updating Group name to MAH Inquiry & Related Work Streams Oversight Group. Proposed for discussion at meeting on 02.12.2025 – AGREED.