



Minutes

Title of meeting	ISOU Stakeholder Forum		
Date	29 November 2023	Time	13:00
Venue	Online		

1. Introductions and Background

- Members were welcomed to the group by the patient and clinical Co-Chairs, Fiona Loud and Nick Torpey.
- The Co-Chairs explained the purpose of the meeting – to welcome members, introduce the work of the Stakeholder Forum and agree the Terms of Reference and membership and logistics for future meetings.
- John Forsythe presented on the Organ Utilisation Group (OUG), the progress made by ISOU this year and the plans for the ISOU Stakeholder Forum and ISOU subgroups, before taking questions from members.
- It was confirmed that timescales for each OUG recommendation and supporting action are being developed and will be published online, alongside the notes from the main ISOU meetings. A 5-year implementation plan is also in development and will be shared once complete.
- It was confirmed that there is Ministerial interest in ISOU's work and the ISOU team are required to report progress to Ministers at regular intervals (around the main ISOU meetings). Ministerial interest is helpful in any discussions on resources, but the ISOU aims to change ways of working to achieve the outcomes required, as opposed to seeking new funding commitments to implement the OUG recommendations.
- Devolved Government Colleagues are aware of and involved in all aspects of ISOU's work including the Stakeholder Forum and the Trust Engagement subgroup (and other ISOU subgroups).

2. Terms of Reference

- The Terms of Reference were agreed by the group and will be finalised by the ISOU Secretariat.
- The link to the Patient Engagement subgroup was noted and it was agreed that it will be important to reference diversity and inclusion in the Patient Engagement subgroup Terms of Reference.

- One Patient Engagement subgroup Co-Chair is in place with another due to be confirmed imminently. The ISOU Co-Chairs will work with the Patient Engagement Co-Chairs to identify members for the subgroup, noting that there are a number of Forum members who are interested in being members of the Patient Engagement subgroup.

3. Membership

- It was agreed that ISOU members do not have to attend the Forum as they will receive updates from the Forum at the main ISOU meetings.
- It was agreed that members can represent more than one interest if they hold multiple, relevant roles.
- It was agreed that the initial membership list from the first meeting would be shared with the group for review, with the opportunity to identify other key stakeholders that could contribute to the Forum.
- It was agreed that the membership list will be reviewed on the basis that it will be impractical to include every stakeholder across every relevant area. The Forum Co-Chairs will review all suggestions from members to ensure the Forum remains manageable and productive moving forwards.

4. Meeting logistics

- It was agreed that Forum meetings will take place after the main ISOU meetings, with ISOU subgroup Co-Chairs attending the Stakeholder Forum to provide an update on their work, obtain a steer on the direction of travel, and help to give members an overarching view of ISOU's work programme. The ISOU Secretariat will work with the Forum and subgroup Co-Chairs to organise future meetings.
- Wherever possible documents that support items to be discussed at Forum meetings will be shared with Forum members in advance, to enable members to bring views from their organisations (noting that some documents will be in development and may not be ready to be shared).
- The ISOU Secretariat will share links to the public ISOU information with Forum members.
- The ISOU Secretariat will share Teams meeting invites for Forum meetings in 2024 (meeting dates are copied below for information).

5. 2024 Meeting Dates

- Wednesday 28th February, 1pm-3pm
- Wednesday 22nd May, 1pm-3pm
- Wednesday 18th September, 1pm-3pm
- Wednesday 11th December, 1pm-3pm