

Healthwatch Oxfordshire Board of Directors

Date of Meeting: 24th July 2016	Paper No: 1
---------------------------------	-------------

Title of Presentation: Draft minutes of the Board meeting held on 26 th May 2016

This paper is for	Discussion		Decision	x	Information	x
-------------------	------------	--	----------	---	-------------	---

Purpose and Executive Summary (if paper longer than 3 pages):

Financial Implications of Paper: None
--

Action Required: The Board is asked to: <ul style="list-style-type: none">• Approve the draft minutes• Note any matters arising
--

Author: Carol Ball

Title: Draft Healthwatch Oxfordshire (HWO) Board Meeting Minutes			
Venue: Council Chamber, Oxford Town Hall		Date: 24/5/16	
Time: 14.00-16.00	Chair: Eddie Duller OBE (ED)		
Minute Taker: Carol Ball (CB)			
Attendees: Board members: Eddie Duller OBE (ED), Tracey Rees (TR), George Smith (GDWS), Richard Lohman (RL), Rev Caroline King (CK), Jean Nunn-Price (JNP) Staff in attendance: Carol Moore (CM), Head of Projects, Carol Ball (CB) Business Manager, Richard Maynard (RM), Marketing and Communications Manager Members of the public: 3 members of Southern Health NHS Foundation Trust attended this meeting			
Apologies : Geraldine Shepherd (GS)			
Agenda item	Notes		Action by
1	Welcome ED welcomed the Board and members of the public. He explained the procedure for the meeting and invited members of the public to ask questions both during agenda item 3 and at the end of each subsequent agenda item.		
2	Declarations of interest RL declared his role as an employee of Oxford Health NHS Foundation Trust		
3	Questions from members of the public Donna Schell from Southern Health NHS Foundation Trust (SHFT) explained her reason for attending the meeting. She asked the Directors for their advice on how to respond to service users groups during the period of transition of Learning Disability services to a new provider.		RM

	<p>CM suggested that HWO send a call to service users to talk to HWO about their services.</p> <p>TR advised that the challenge for SHFT was to present balanced evidence including the good and the bad. To do this using patient stories, tangible examples and acknowledge openly concerns that have been raised.</p> <p>ED asked CM to contact Donna Schell and arrange a meeting to discuss this further.</p>	CM
4	<p>Paper 1: Minutes of the meeting held on 24/11/15</p> <p>Minutes were accepted as an accurate record Proposed by: JN-P Seconded by: TR There were no matters arising</p>	
5	<p>Paper 2: Executive Directors Report</p> <p>CM provided a further update on:</p> <p>Sustainability and Transformation Plan (STP) - HWO has been invited to support the Locality Forum Chairs representative on this group, Dr Helen van Oss.</p> <p>There is a planned event on 6th June to discuss STP in more detail.</p> <p>TR advised that her Patient Participation Group were under the impression that the consultation on STP had started. TR understood that there was a patient reference group and asked if CM would find further information on this. ED mentioned that he had seen some presentations on STP which to date appeared to be very high level. CM directed the Board to the HWO website where information on STP could be found in plain English.</p> <p>RL said the Health Inequalities Commission had heard concerns about health provision in prisons. GDWS queried whether HWO should write and ask for a snap inspection. ED asked for further information before making a decision, CM advised that she would look into these concerns and report back to the Board at the next meeting.</p> <p>GDWS asked for an update on the Eye Hospital meeting, CM informed the Board that the meeting had been very positive. It is proposed that this project is due start in early September, with the project methodology yet to be formulated.</p> <p>RL asked if HWO ask for a summary of the monthly Datix report which is produced by OCCG and summarises GP concerns across the patch.</p>	<p>CM</p> <p>CM</p> <p>CB</p>

	<p>GDWS asked if the actions from the Discharge Report would be followed up this year, CM advised that she would include this in her report to the Heath Overview and Scrutiny Committee.</p>	CM
6	<p>Paper 3: Financial report</p> <p>The Directors discussed the financial report in detail. The recommendations of the report were: Proposed by RL Seconded by CK</p> <p>The Board unanimously approved the CIC Report for filing and approved the accounts ready for filing at Companies House.</p> <p>ED thanked CB for the report.</p>	CB
7	<p>Paper 4: Business Managers Paper</p> <p>CB updated the Directors on the office move and confirmed that the move will go ahead on May 26th as noted in the paper.</p> <p>The Board noted the fourth quarter management accounts and the new date for the Board workshop.</p> <p>The Board discussed the amended articles in some detail with JN-P proposing further amendment to the Articles. JN-P to liaise with Tessa Hennessey to finalise them.</p> <p>ED thanked CB and JN-P for their work on this.</p> <p>The Board agreed the recommendation to convert to a charity, subject to the amended articles being approved by the Directors.</p> <p>Proposed by RL Seconded by TR</p>	JN-P/CB
8	<p>Paper 5: Updated work plan</p> <p>CM presented the updated work plan taking into consideration the Directors comments on the previous version. The Board asked for the section on organisational development to include income generation.</p> <p>GDWS asked if the staff have considered attending all the trust /OCCG board meetings. The Directors agreed to look at sending a representative to the meetings and CB was asked to circulate the dates.</p> <p>The board was asked to approve the work plan subject to the above amendment.</p>	CM CB

	<p>Proposed by RL Seconded by JN-P The work plan was unanimously approved.</p>	
9	<p>Website update</p> <p>RM demonstrated the updated website and ED commended him on the tremendous amount of work that had gone into updating it.</p> <p>RL and TR asked for some minor amendments.</p>	RM
10	<p>Directors Update</p> <p>JN-P updated the Directors on the proposed temporary closure of Wantage Community Hospital. At a public meeting it was clear that a lot of the attendees were unhappy at the proposals made by Oxford Health NHS Foundation Trust (OHFT).</p> <p>ED stated that there is to be a countywide review of Community Hospitals in the Autumn, TR felt uncomfortable at the way in which the Wantage closure had been handled. CM was asked liaise with JN-P and write to OHFT to seek further clarification.</p> <p>GDWS commented that Oxford University Hospitals NHS Foundation Trust (OUHT) have recruited care staff to support timely hospital discharge. He had hoped this was carried out after consultation with other stakeholders such as OCCG and Oxfordshire County Council.</p> <p>RL updated the Directors on the work of the Health Inequalities Commission.</p> <p>Meeting closed at 4.25pm</p>	CM
	<p>Future meetings</p> <p>Date of next Board workshop:</p> <p>21st June 2016, 4-6pm The Small Hall Exeter Hall Kidlington</p> <p>Date of next HWO Board meeting:</p> <p>26th July 2016 4-6pm Council Chambers Bicester Town Council The Garth Launton Road Bicester OX26 6PS</p>	

	<p>Joint Health Overview & Scrutiny Committee meeting 30th June 2016 @ 10am 15th September 2016 @ 10am</p> <p>Health & Wellbeing Board meeting 14th July 2016 @ 2pm 10th November 2016 @ 2pm</p> <p>OHFT Board meetings - no times or venue published</p> <p>29th June 2016 27th July 2016 28th September 2016 26th October 2016 30th November 2016</p> <p>OCCG Board meetings</p> <p>28th July 2016, 9-12.45 at Henley on Thames town hall. 29th September 2016, 2-5pm at Jubilee House 29th November 2016, 9-12.45 at Witney Methodist Church</p> <p>OUHFT Board meetings - start at 10am</p> <p>13th July 2016 at George Pickering Centre, JR 14th September 2016 @ Seminar 3, Horton Hospital 9th November 2016 @ meeting room 1-3, Cancer and Haematology Centre at the Churchill Hospital</p>	
--	---	--