

## Healthwatch Oxfordshire Board of Directors

Date of Meeting: 22 <sup>nd</sup> November 2016	Paper No: 2
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Title of Presentation: Draft Minutes of Board Workshop of 25 <sup>th</sup> October 2016
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This paper is for	Discussion		Decision	x	Information	
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Purpose and Executive Summary (if paper longer than 3 pages): Please click the icon to access the document
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Financial Implications of Paper: None
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<b>Action Required:</b> The Board is asked to: <ul style="list-style-type: none"><li>• Approve the draft minutes</li><li>• Note any matters arising</li></ul>
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Author: Carol Ball
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<b>Title:</b> Draft Healthwatch Oxfordshire (HWO) Board Workshop Minutes			
<b>Venue:</b> Oxford House, Cowley		<b>Date:</b> 25/10/16	
<b>Time:</b> 14.00 -16.00	<b>Chair:</b> Eddie Duller OBE (ED)		
<b>Minute Taker:</b> Carol Ball (CB)			
<b>Attendees:</b>  <b>Board members:</b> Eddie Duller OBE (ED), Tracey Rees (TR), George Smith (GDWS), Rev Caroline King (CK), Jean Nunn-Price (JNP)  <b>Staff in attendance:</b> Rosalind Pearce (RP), Executive Director, Carol Ball (CB) Business Manager,			
<b>Apologies :</b> Richard Lohman and Geraldine Shepherd			
Agenda item	Notes		Action by
1	<b>Board Development</b>  The Board <b>discussed</b> the <b>format of Board meetings</b> and <b>agreed to change</b> the <b>format</b> of meetings. The first section of the meeting will be <b>open to enable the Board to engage</b> with the <b>public before going into a formal minuted session</b> .  The Board <b>agreed to move meetings in 2017</b> to the <b>4<sup>th</sup> Tuesday of January, April and July</b> .  It was agreed that a comprehensive advertising campaign be formulated to encourage increased public attendance.  The Board <b>agreed to commence a Director's recruitment</b> campaign as five members of the Board have their terms of office up in march 2017. ED asked if those <b>Directors</b> would <b>indicate</b> their current <b>plans</b> to him <b>before the end of November</b> to assist with the planned recruitment.  RP was tasked with bringing a <b>briefing paper</b> to the November Board meeting <b>covering Directors recruitment</b> .		RM   All  RP

	The Directors <b>agreed</b> that the optimum number for the Board would be no more than <b>10</b> Directors.	
<b>2</b>	<b>Policies - Leave Policy/Flexible Working Policy</b> The policies were <b>agreed</b> subject to <b>minor amendments</b>	
<b>3</b>	<b>2<sup>nd</sup> Quarter Management Accounts</b> The <b>accounts</b> and attached commentary were <b>noted</b> .	