

Healthwatch Oxfordshire Board of Directors

Date of Meeting: 22nd September 2015

Paper No: 6

Title of Presentation: Minutes of the Project Group Meeting

This paper is for

Discussion

Decision

Information

x

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

Financial Implications of Paper:

Action Required: The Board is asked to note the minutes of the Project Group meetings held on the 15th July 2015 and 2nd September 2015

Author: Carol Moore

Title: Project Fund Sub group minutes		
Date: 15.07.15	Time: 2.00 - 4.00pm	
Venue: Whichford House		
Chair: Tracey Rees		Minute taker: Carol M
Item	Description	
1	Welcome and apologies Tracey Rees (TR) opened the meeting, and welcomed Eddie Duller (ED), Richard Lohman (RL), Caroline King (CK), Rachel Coney (RC) and Carol Moore (CM)	
2	Declarations of interest RL declared he was an employee of Oxford Health	
3	Notes of the last meeting (12.05.15): RL name spelling to be corrected Matters arising: <ol style="list-style-type: none"> 1. Terms of reference for all subgroups being revised. TR asked Eddie to include promoting the fund in the group's function. 2. CM to check and confirm if all Dignity contracts with groups for case studies had been honoured. 3. RC updated that My Life, My Choice had met with commissioners, but were not wholly satisfied with their response, she continues to monitor 	
4	Update on current Projects and Publications since last meeting CM updated the group on projects - updated version of this report included in Board papers. Actions: <ol style="list-style-type: none"> 1. CM to take edits back to Guideposts and Homestart to agree final versions 2. ED to look at rewriting the Healthwatch introduction for project fund reports 3. CM to work with Community Involvement Officer to discuss project fund criteria and promotions after session at Voluntary Sector Conference. 	
5	Projects and community involvement budget CM presented a budget breakdown to the group which was accepted Actions: <ol style="list-style-type: none"> 1. RC suggested the contingency be used for Care.data event costs 2. CM to PDF documents, add total and gridlines for future versions 	

6	<p>Discharge report draft review</p> <p>CM apologised and explained circumstances for the missed deadlines on the project. RC and CM have taken over the writing of the project and will have a draft in time for the next Board meeting.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. RC to negotiate a reduction in the fee to £3500 including VAT.
7	<p>Project Fund Applications from round 2</p> <p>Oxpip (Oxford Parent and Infant Project)</p> <p>CM to ask Oxpip to submit a revised application to clarify the project's timeline, scope, methodology and budget. Application felt rushed and not yet detailed enough going forward.</p> <p>Centre for Sustainable Health - Green Routes</p> <p>Members of the group felt that this project fell outside the main work stream and goals of the project fund. Funding could be sought elsewhere for such work.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Request that the Board delegate approval for Oxpip project to the sub-group Oxpip project should they feel the updated application addresses all concerns. 2. That the board not approve the Green routes project.
8	<p>Future work programme - verbal update</p> <p>CM and RC updated the team on potential work programme which was debated.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. CM to present the recommended workplan to March 2016 to the board at 28th July meeting
9	<p>AOB</p> <p>nothing raised</p>

Title: Project Fund Sub group notes		
Date: 02.09.2015	Time: 2.00 - 4.00pm	
Venue: Whichford House		
Chair: Tracey Rees		Minute taker: Carol M
Item	Description	
1	<p>Welcome and apologies</p> <p>Tracey Rees (TR) opened the meeting and welcomed Eddie Duller (ED), Caroline King (CK), Rachel Coney (RC) and Carol Moore (CM), and gave apologies from Richard Lohman (RL),</p>	
2	<p>Declarations of interest</p> <p>None registered</p>	
3	<p>Notes of the last meeting (15.07.15):</p> <p>Matters arising:</p> <ol style="list-style-type: none"> 1. CM presented the updated Guideposts report - Project group agreed to go ahead with stakeholder review and to publish on the website on 30th September in a similar manner to the Home start report 2. ED has written a holding statement for future reports - to be shared with CM 3. Project fund criteria in the process of being revised and a workshop on the fund scheduled for 1st October 4. RC reported she had negotiated a fee of £3500 including VAT with the Discharge Project Manager 5. Oxpip was offered £4000 of their requested £5000 from the project fund. They had accepted the offer. 	
4	<p>Verbal update on status of projects</p> <p>CM gave a verbal update on:</p> <ul style="list-style-type: none"> • Discharge Report, which will be published 9th September. • Dignity Report and Awards event. The format is agreed with partners and the report draft. • Two project fund projects are currently underway, there is nothing to report yet on either. • Child Sexual Exploitation project - The national working group has agreed its role in the project. An initial meeting with Barnardos was undertaken, local partners are currently being sourced. 	

5	<p>Dignity report draft review</p> <p>A discussion on the report noted that the report was well-written and balanced - and the group agreed 6 areas for recommendations. ED asked that in the executive summary that 'key facts' be listed. A discussion on balancing the 'positive' versus 'negative' reporting of findings ended in a decision that the presentation of the data must fit the findings.</p>
6	AOB
7	Meeting closed at 3:30