

Title: Healthwatch Oxfordshire (HWO) Board Meeting Minutes		
Venue: The Parish Hall, Sunnyside, Benson.		Date: 24/01/17
Time: 16.00-18.00	Chair: Eddie Duller OBE (ED)	
Minute Taker: Carol Ball (CB)		
<p>Attendees:</p> <p>Board members: Eddie Duller OBE (ED), Tracey Rees (TR), George Smith (GDWS), Jean Nunn-Price (JNP), Caroline King (CK)</p> <p>Staff in attendance: Rosalind Pearce (RP) Executive Director, Carol Ball (CB) Business Manager, Richard Maynard (RM), Marketing and Communications Manager</p> <p>Members of the public: 15 members of the public attended this meeting and That's Oxfordshire TV.</p>		
Apologies : Geraldine Shepherd (GS), Richard Lohman (RL).		
Agenda item	Notes	Action
1	<p>Welcome</p> <p>ED welcomed the Board and received apologies</p>	
2	<p>Declarations of interest</p> <p>There were no declarations of interest.</p>	
3	<p>PAPER 1: Minutes of the Board Meeting of 22nd November 2016</p> <p>It was proposed that the minutes be agreed as a true and accurate record.</p> <p>Proposed by JN-P Seconded by TR</p> <p>The minutes were unanimously agreed.</p>	

	<p>Matters arising</p> <p>Item 3</p> <p>GDWS asked if there had been any follow up to the actions in response to the Healthwatch Oxfordshire Discharge Report, especially around medicines. RP informed the Board that this would be covered by the annual Outcomes and Impact Report, this report asks providers to report on actions taken in response to commitments made on publication of the Hospital Discharge Report amongst others.</p> <p>Item 6</p> <p>ED updated the Board on recruitment of directors, ED advised that there had been a terrific response to the advertisement with 8 candidates invited to interview and four asked to join the Board. JN-P congratulated the recruitment panel on their hard work and TR added her thanks to the staff for their support during the process.</p> <p>Action Log</p> <p>2. The Board were advised that the Freedom of Information appeal to the Information Commissioners Office will be sent out by 26th January 2017.</p> <p>9. GDWS provided an update on Josie’s Award at the Dignity In Care event, the winner had been presented with her award at home by Age UK Oxfordshire.</p>	
4	<p>PAPER 2: Minutes of the Board Workshop of 10th January 2017.</p> <p>The minutes were agreed as a true and accurate record. Proposed by TR Seconded by GDWS</p> <p>The minutes were unanimously agreed.</p> <p>Matters arising</p> <p>Item 3: The terms of reference for a finance and general purpose committee will be discussed at the February workshop</p> <p>Item 5 (d): TR informed the Board that she had attended a meeting at which HAART (Home Assessment and Reablement Team) had been discussed.</p> <p>Item 5 (f): RP had been invited to a meeting on the evening of the 24th January with the Deer Park Patient participation group.</p>	

5	<p>PAPER 3: Executive Director’s Report</p> <p>RP advised she was due to have meetings with key stakeholders in early 2017, if there were any issues the Directors would like raised please inform RP who will raise them on their behalf. RP asked the Board to consider opening this up to members of the public with the prior agreement of stakeholders.</p> <p>GDWS asked if the Witney Project would pull together the leads of the Patient participation Groups in Witney to ask about the potential impact of 4,000 Deer Park patients being dispersed across the Witney GP practices. GDWS raised a concern that planning for GP services was based on current population and not taking into account development planned for the area. Discussion followed on the use of Section 106 funds.</p> <p>CK noted that the Transformation presentation did not appear to place a high priority on further developing GP services.</p> <p>JN-P asked if any of the Directors would be interested in taking part in PLACE Assessments and agreed to circulate further details.</p> <p>The Board noted the contents of the Executive Director’s report.</p>	JN-P
6	<p>PAPER 5: Pay Policy and Salary Review</p> <p>The Board ratified the decision taken at the board workshop of 10th January 2017 to award the staff a pay rise of 1.6% as of 1st April 2017, this is equal to CPI as at December 2016. The Board requested a pay review document be presented to them in January of each year.</p> <p>The board were asked to formally agree the pay policy.</p> <p>Proposed by CK Seconded by GDWS</p> <p>The pay policy was unanimously agreed.</p>	
5	<p>PAPER 6: Board Schedule</p> <p>The amended meeting schedule was presented for agreement, ED proposed that the new directors be asked to attend the workshops in February and March to shadow the Board.</p> <p>Proposed by CK</p>	

	<p>Seconded by TR</p> <p>The schedule was unanimously agreed.</p>	
6	<p>Directors' Update</p> <p>TR - attended the Oxford University Hospitals Foundation Trust (OUHFT) Quality Session. It was the first time the event had been held before OUHFT had decided its priorities for the new financial year and it was an opportunity to meet the clinical team at the OUHFT. TR felt there was room for improvement on the presentations however, the session was well attended and is a positive step in engaging the public in decision making.</p> <p>JN-P - asked the Oxfordshire Clinical Commissioning Group (OCCG) to move the venue for the Wantage consultation event to a more accessible venue. OCCG had agreed to do this and the new venue is much more accessible.</p> <p>GDWS - the interviews for new directors had raised some interesting issues, such as updating Governors of the Foundation Trusts to keep them informed of our work which would mean we are using the patient voice for change and challenge.</p> <p>GDWS - raised the issue of travel to the OUHFT sites in Oxford and parking issues, OUHFT advice to patients is to allow an extra hour to enable them to park. RP to look for further information on the impact this has on staff, patients and people who live in the area.</p> <p>GDWS - Voluntary transport drivers are reporting that the 20 minute drop off time allowed is inadequate, if they have to take a patient with poor mobility to their appointment and then return to the car this can take much longer. RP to raise with Dr Holthof at her meeting with him.</p> <p>Meeting closed at 6.12pm</p>	<p>RP</p> <p>RP</p>
	<p>Future meetings</p> <p>Date of next Board workshop:</p> <p>14th February 2017 @ 4-6pm</p> <p>Date of next HWO Board meeting:</p> <p>25th April 2017 @ 7-9pm</p> <p>Joint Health Overview & Scrutiny Committee meeting</p> <p>2nd February 2017 @ 10am</p> <p>6th April 2017 @ 10am</p> <p>Health & Wellbeing Board meeting</p>	

	<p>23rd March 2017 @ 2pm 13th July 2017 @ 2pm</p> <p>OHFT Board meetings - no times or venue published</p> <p>22nd February 2017 29th March 2017 26th April 2017</p> <p>OCCG Board meetings</p> <p>30th March 2017, 9-12.45pm at John Paul II Centre, Henley House, The Causeway, Bicester.</p> <p>OUHFT Board meetings - start at 10am</p> <p>8th March 2017</p>	
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These minutes authenticated by the Chair of the meeting are sufficient evidence of the proceedings.

Signed by:

Edward Duller OBE

Chair of the Board

Date: