

<b>Title:</b> Healthwatch Oxfordshire (HWO) Board Meeting Minutes		 Your voice on health and social care	
<b>Venue:</b> Rose Hill Community Centre, Rose Hill, Oxford.		<b>Date:</b> 10/10/2017	
<b>Time:</b> 19.00 - 21.20	<b>Chair:</b> Prof. George Smith ( <b>GS</b> )		
<b>Minute Taker:</b> Carol Ball ( <b>CB</b> )			
<b>Attendees:</b>  <b>Board members:</b> Eddie Duller OBE ( <b>ED</b> ), Tracey Rees ( <b>TR</b> ), George Smith ( <b>GS</b> ), Martin Tarran-Jones ( <b>MTJ</b> ), Dave Butterworth ( <b>DB</b> ), Sylvia Buckingham ( <b>SB</b> ) and Jean Nunn-Price ( <b>JNP</b> ).  <b>Staff in attendance:</b> Rosalind Pearce ( <b>RP</b> ), Executive Director and Carol Ball ( <b>CB</b> ) Business Manager  <b>Members of the public:</b> Three members of the public were in attendance			
<b>Apologies :</b> Caroline King ( <b>CK</b> ),			
Agenda item	Notes		Action
1	<b>Welcome</b>  GS welcomed everyone.		
2	<b>Presentation by the Director of Public Health.</b>  Dr Jonathan McWilliam presented his annual report for 2017 to the Board and members of the public in attendance with support from Jackie Wilderspin.		
3	The presentation was followed by a short debate around some key themes: <ul style="list-style-type: none"> <li>• Housing</li> <li>• Healthy communities</li> <li>• Population growth</li> <li>• Lifestyle issues</li> </ul>		

FORMAL SESSION		
4	<p>There was one apology from Caroline King and no declarations of interest.</p>	
5	<p><b>PAPER 1: Draft minutes of Board meeting of 11<sup>th</sup> July 2017</b></p> <p>It was proposed and seconded that the minutes of the meeting be approved subject to the following amendments:</p> <p>Item 3: Insert the name of the director with responsibility for working with young people, Sylvia Buckingham. Item 8: Insert the signatories to the bank account as proposed in the Business Managers Paper, item 1.3.</p> <p>Proposed by: MT-J Seconded by: TR</p> <p>The minutes were unanimously <b>agreed</b>.</p> <p><b>Matters Arising:</b></p> <p>Agenda item 4: Minutes of 11<sup>th</sup> July 2017</p> <p>MT-J asked for an update on the Witney Report, RP advised the report will be ready for proof reading by the 20.10.17. RP asked JN-P and ED to proof read the report which once finalised will be published in the second week of November.</p> <p>MT-J asked if there had been correspondence with OCC to ask if they plan to be fully engaged as a partner in phase 2 of the consultation. GS advised that he had not yet pursued this, because of uncertainties associated with the Judicial review of Phase 1.</p> <p>JN-P advised that she is receiving correspondence from the bank, CB agreed to contact the bank to stop this from happening.</p> <p>ED gave a brief update on the development of the website. He advised that the Comms Group will be investigating the use of the LHM platform as opposed to the web in box that HWO currently uses.</p> <p>ED updated the board on the future of the quarterly published newsletter, MT-J felt that it is important to ensure we do have some paper based information and TR suggested the annual report.</p> <p>MT-J asked if updating the promotional literature was going to happen in the near future and ED advised that this will be happening shortly.</p>	<p>RP</p> <p>GS</p> <p>CB</p> <p>ED/RM</p> <p>ED/RM</p>

6	<p><b>PAPER 2: Draft minutes of electronic vote held on 18<sup>th</sup> September 2017</b></p> <p>It was proposed and seconded that the minutes of the meeting be approved.</p> <p>Proposed by: <b>MT-J</b> Seconded by: <b>DB</b></p> <p>The minutes were unanimously <b>agreed</b>.</p>	
7	<p><b>PAPER 2: Executive Director’s Paper</b></p> <p><b>Bicester Project</b> RP talked through the key points of her report and provided a further update on the Bicester project. It had become apparent from talking to people that there are problems accessing NHS dentists in Bicester. The press were informed about our findings and this made headline news in the local paper, RP to raise this issue with the NHS Local Area Team.</p> <p><b>Health Inequalities</b> Plans are under way to hold the second event in December which will be followed by a third event early in 2018.</p> <p><b>Workplan</b> RP informed the Board that planning for the second town event of this financial year was under way and this will held in Oxford. It is anticipated that there will be enough time with careful planning to hold a third event in March 2018.</p> <p>ED asked whether if the term outreach could be replaced with “community affairs”. RP advised that Jen Marks is conducting a review of the current outreach strategy.</p> <p>MT-J congratulated RP on the quality of her report.</p> <p>JN-P asked if volunteers were being utilised sufficiently and CB informed the Board that volunteers were being used, and that the current list of volunteers had been contacted to ask if they wished to support the Bicester project. RP advised that two volunteers had spent a total of three days in Bicester to date in support of the project.</p> <p>TR asked if Enter &amp; View was part of the Bicester project, RP advised not, however, CQC had been in touch to enquire if Healthwatch Oxfordshire was willing to support them in inspections. MT-J asked if this work would be funded by CQC- RP to seek further details from CQC.</p>	<p>RP</p> <p>RP</p>

	<p>It was proposed that the Executive Directors report be accepted:</p> <p>Proposed by: TR Seconded by: SB</p> <p>The Executive Director’s report was accepted.</p>	
8	<p><b>PAPER 4 : Project Fund Outline</b></p> <p>RP presented an overview of her paper, ED commented on the quality of some previous reports and asked that any grants not be paid in full up front.</p> <p>SB asked what RP considers the support from HWO will be, RP mentioned training, report writing and possibly research methods. This will fall under the remit of the projects officer who is yet to be recruited.</p> <p>TR noted that giving grants to other organisations is a method to amplify the voice. However, TR felt that HWO should have input very early in the report writing stage and ensure that tight timescales are in place. GS commented that value for money is important.</p> <p>The board were asked to approve the proposed project fund parameters, how it will be managed and distributed.</p> <p>Proposed: GS Seconded: JN-P</p> <p>The Board agreed the project fund proposals with enthusiasm.</p> <p>MT-J left the meeting at 9pm.</p>	
9	<p><b>PAPER 5: Chair’s Report</b></p> <p>GS commented that he is hopeful of setting up a meeting with local Oxfordshire MPs to highlight the needs of Oxfordshire. GS to work with the Director of Public Health to produce a briefing paper for this meeting.</p> <p>GS had had a call with the Chief Inspector of CQC with reference to the CQC review in Oxfordshire which is performing very badly on delayed transfers of care (DTC). HWO will be working to inform the CQC to support their inspection.</p> <p>Population growth is a major issue in Oxfordshire and GS advised that the BOB STP planning did not take this into account accurately enough.</p>	GS

	<p>JN-P asked GS if the Joint Strategic needs assessment was being used to inform the BOB STP process. GS advised that OCC had a dedicated researched who was pulling existing data together. It was hoped that some fieldwork could be undertaken in order to obtain a better picture of the demographic of the newly arriving residents of Oxfordshire.</p> <p>The Chairs update was noted.</p>	
<p>10</p>	<p><b>Directors updates</b></p> <p>TR advised that the Locality Forum Chairs will have a meeting with the CQC inspectors to help inform their inspection.</p> <p>DB asked if the board meetings are publicised as widely as they could be.</p> <p>DB informed the Board about a co-production piece of work being carried out by Oxfordshire County Council and service users with reference to adult social care.</p> <p>DB asked the Board to note the Healthy Abingdon meeting on Thursday 12<sup>th</sup> October which is an opportunity for community groups to find out about the plans of the County, District and Town council and to build relationships between health and social care. GS asked what the deliverables of the meeting are, DB advised there would be a written report as well as an opportunity for people to talk about what they want out of the initiative.</p> <p>JN-P left the meeting at 9.10pm</p> <p>ED attended an Oxfordshire Clinical Commissioning Group Public meeting. ED was concerned about the narrow channels being used to engage with the public on the Oxfordshire Transformation , it was felt that little use had been made of GP surgeries, PPG's and hospitals as places to disseminate the consultation. ED asked if HWO could explore this further for phase two of the consultation.</p> <p>Meeting closed at 9.20pm</p>	<p>RP</p>

	Action Log	Responsible person	Completion date	Comments
4	Circulate Delayed Transfer of Care figures to board	RP	ongoing	
13	GS to raise question at the HWBB asking if OCC plan to be fully engaged as a partner in phase 2 of the consultation. GS to follow this up with letter.	GS	31.8.17	Deferred until later in the year.
14	Witney report - could the board be given a timescale for the completion?	RP	31.7.17	Report to be ready for proof reading by 20.10.17 and ready for publishing by 10.11.17
15	Work to better understand the staff SWOT results with reference to the staff concerns.	GS/RP	12.9.17	This meeting was cancelled due to the number of apologies for the meeting. The meeting is rescheduled for 14.11.17
16	Amend the Board Meeting Policy in light of comments.	MT-J	31.7.17	Completed
17	Fully costed project fund proposal.	RP	11.10.17	Completed
19	Weekly bulletin to go out to mailing list.	RM	ongoing	
20	Postal and electronic mailing list to be updated	RM	12.9.17	
21	Meeting to be set up with staff and Board to discuss flows of information.	CB	12.9.17	Meeting scheduled for 14.11.17
22	Unity Bank to be contacted with reference to continued correspondence from them.	CB	31.10.17	
23	Send a letter to NHS LAT raising concern about access to dentists in the Bicester area.	RP	30.11.17	
24	Clarification from CQC about the support it has requested from HWO for their inspections	RP	31.10.17	
25	Briefing paper for MPs	GS	31.12.17	
26	Speak to OCCG about other lines of engagement for phase 2 of the Oxfordshire Transformation Plan.	RP	31.3.18	
27	Promotional Literature review	ED	31.1.18	
28	Website development	ED	31.3.18	