

Healthwatch Oxfordshire Board of Directors

Date of Meeting: 11 th November 2014	Paper No: 1
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Title of Presentation: Minutes of meeting of October 14 th 2014
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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): This paper sets out the minutes of the previous meeting of the Board

Financial Implications of Paper: None

Action Required: The Board is asked to approve these minutes and to note the matters arising
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Author: Carol Ball

Title: Healthwatch Oxfordshire Board Meeting Minutes			
Venue: The Kings Centre		Date: 14 / 10 / 14	
Time: 13.00 - 16:00	Chair: Jean Nunn-Price (JNP)		
Minute Taker: Carol Ball (CB)			
Attendees: Board members: Vivienne Laurie (VL), Richard Lohman (RL), Jacquie Pearce-Gervis (JP-G), Dermot Roaf (DR) and Jean Nunn-Price Staff in attendance: Rachel Coney (RC), Carol Ball and Ben Mabbett (BM) (item 9)			
Apologies : Johnny Latham			
Agenda item	Notes		Action by
1	JN-P welcomed the Board		
2	Declarations of interest No declarations were made.		
3	Paper 1: Minutes of the meeting held on 26th August 2014 Minutes agreed as an accurate record Matters arising Item 3 HOSC- a meeting has been arranged with the new Chair of HOSC, Yvonne Constance Oxford University Hospitals Trust AGM - JN-P and JP-G attended this on behalf of Healthwatch Oxfordshire (HWO) and distributed literature		

	<p>Healthwatch Hub- Directors requesting access have received their log on details</p> <p>Older Peoples Joint Management Group - JN-P clarified that HWO attend this group as a member of the public; she had attended the 30 September meeting but the room acoustics were poor so it was difficult to hear.</p> <p>AOB RC circulated a response from OCC with reference to concerns about the withdrawal of the Social Fund raised by the HWO Board at their meeting in July. RL requested that this concern is taken forward to the Health and Wellbeing Board.</p>	RC
4	<p>Paper 2: CEO's Report</p> <p>The board noted the contents of the CEO's report and agreed the following:</p> <ul style="list-style-type: none"> • DR, JN-P, JP-G and VL wished to take part in Enter and View Training. • To future collaboration with HEXI as proposed. • That the CEO enters discussion with Firebird on how to manage the workload within the contract. JN-P suggested that some work could be completed internally with the right training. • The appointment of a project manager is discussed in the confidential session. • Hearsay! The action plan for this has been delayed due to unforeseen circumstances • Simon Gabriel be invited to attend the November Board meeting 	EN
5	<p>Paper 3: Finance Report</p> <p>RC advised HWO is on track to break even and that the staff team are in the process of breaking down the budget codes even further.</p> <p>This report was noted by the Board</p>	
6	<p>Paper 4: Constitutional and Governance sub group</p> <p>The terms of reference for this group were agreed, and the Board agreed to meet on the 28th October in 'workshop mode' to review in detail the implications of moving to a large form Community Interest Company. DR advised he will be unavailable on the 28th October.</p> <p>The minutes of this group were noted by the Board</p>	

	<p>RC recommended that the Board amend the structure of the reference group in order that the outcomes of the voluntary sector conference are fully reflected within HWO's governance and engagement structure. This amendment was agreed by the Board. RL asked if this would satisfy our funding agreement with Oxfordshire County Council. RC advised she will seek to discuss this further with OCC.</p> <p>All actions in paper 4 were agreed</p>	RC
7	<p>Paper 5: Board Recruitment Sub Group</p> <p>DR requested that the Vice Chair be removed from 4.1 as agreement had been made that the Vice Chair would be elected from the Board of Directors. This was agreed.</p> <p>VL queried the length of Directors' appointments, JN-P checked the terms of reference for the Board and RL suggested that this be discussed in more detail on the 28th October.</p> <p>Item 3.7.3 it was agreed that in the event of the interview panel being tied the Chair of the panel will have the casting vote.</p> <p>RL voiced concerns about the interview panel being seen as "establishment" based, RC advised that the person specification will enable the panel to recruit effectively. JP-G and JN-P will assist with the short listing process.</p> <p>All actions in paper 5 were agreed</p>	RC All
8	<p>Paper 6: Project Fund sub group minutes and terms of reference (TOR).</p> <p>RC advised the Board that there were some new applications in the development stage and it is hoped that they will be brought to the Project Fund sub-group in November.</p> <p>All actions in paper 6 were agreed</p>	
9	<p>Paper 7: Comments and Issues Report</p> <p>BM presented his paper to the Board. RL asked about our response to the stories we hear as the issues log does not give the detail? The Board agreed that this would be a useful inclusion in future reports.</p>	BM

	<p>RL queried what happens with the data and how do the public know what we do with their stories; RC advised we are now using the CQC style feedback form on our website and the anonymised data will be shared regularly at quality meetings with provider organisations.</p> <p>DR asked if SEAP information will be involved in this feedback as they deal with complaints, RC informed the Board that SEAP produce regular reports on complaints and issues which are shared with HWO.</p> <p>RC circulated a report she had prepared for the Local Medical Committee (LMC) which collated all the intelligence gathered on GP services to date. RC proposed that this format be used as a template to share intelligence gathered about all services. This was agreed.</p> <p>DR suggested HWO co-ordinate their long term agenda with that of HOSC as we can use the intelligence gathered by HWO to inform future work.</p> <p>RL commented that this was an excellent piece of work and JN-P thanked BM for his report.</p> <p>All actions from this paper were approved</p>	<p>RC</p> <p>RC</p>
<p>10</p>	<p>Paper 8: Enter and View -Discharge Project Proposal</p> <p>RC informed the Board that representatives from organisations at <i>Appendix 1, 4.1</i> of this report had confirmed their agreement to becoming a member of the steering group.</p> <p>The OUHT would like an additional outcome from the project to be an updated discharge leaflet.</p> <p>RL noted that a key group missing at 5.1.1 are the homeless community and requested this be amended. RL suggested various organisations and agreed to explore this further with RC. It was suggested that Lesley Dewhurst of Oxford Homeless Pathways should be consulted.</p> <p>All actions on this paper were agreed subject to the amendment listed.</p>	<p>RC/RL</p>

<p style="text-align: center;">11</p>	<p>Paper 9: Amendments to Contract with OCC</p> <p>JN-P informed the Board about new legislation - Open and Accountable Local Government and its potential impact on HWO. The Board agreed to seek guidance from Healthwatch England.</p> <p>All actions from this paper agreed and financial implications noted.</p>	<p style="text-align: center;">RC</p>
<p style="text-align: center;">12</p>	<p>Paper 10 and 11: Confidential session</p> <p>The Board approved all the recommendations in the confidential paper submitted by the Chief Executive.</p> <p>The Board confirmed that the CEO had successfully completed her probationary period and was confirmed in her substantive post.</p> <p>The Board agreed to hold further discussion about the CEO's working pattern to ensure that the organisation's needs were fully met without compromising the CEO's work life balance.</p>	<p style="text-align: center;">RC</p>

EN - Emma Nawrocki