

Healthwatch Oxfordshire Board of Directors

Date of Meeting: October 14 th 2014	Paper No: 6
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Title of Presentation: Project Fund sub group minutes and TOR

This paper is for	Discussion		Decision	x	Information	x
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<p>Purpose and Executive Summary (if paper longer than 3 pages):</p> <p>This papers sets out:</p> <ul style="list-style-type: none"> • The draft Terms of Reference (TOR) of the group for approval • The minutes of the Project Sub Group for information.
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Financial Implications of Paper: None

<p>Action Required:</p> <ol style="list-style-type: none"> 1. To note the minutes of the sub group meeting of September 3rd 2014 2. To approve the TOR for the sub group
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Author: Rachel Coney

Draft TOR

Draft TOR for this sub group have been drawn up and are set out below. The Board is asked to consider and agree these.

Healthwatch Oxfordshire Project Fund Subgroup - Draft Terms of Reference

1. Core purpose

1.1 The Project Fund Subgroup (hereinafter called the 'group') has been established in order to:

- a) Oversee the fair and reasonable distribution of the designated project fund by inviting applications for funding for projects which promote seldom heard voices in health and social care in Oxfordshire
- b) Select from those applications the ones which the group consider most satisfy their criteria
- c) Monitor progress on funded projects and receive the first drafts of funded project reports

2. Membership

2.1 The membership of the group, as agreed by the HWO Board at its meeting of August 26th 2014, will be the three* annually elected members of the Board and the Chief Executive. A delegated member of staff and/or project fund consultant will assist the group, review applications and take notes and circulate those notes not more than seven working days after the meeting or in any event at least two working days prior to a Board meeting whichever is the shorter period.

*However when/if the Board reaches a full complement of 10/12 members then this figure should be increased, even as the size of the Board increases.

2.2 The Chair of the Board and the CEO shall be ex officio members who may attend the meetings of the group but shall not vote on the awarding of any funding or on any other matters decided at such meetings.

2.3 A member of the group shall be elected as Chair by the group.

3. Process

3.1

a) The group shall meet at least four times per calendar year but may meet more often if required. The dates of such meetings shall be agreed in advance by the group and published on the website of HWO.

b) Meetings shall be held at HWO offices or other suitable buildings within Oxfordshire

c) Applications for funds shall be made on forms approved by the group. These forms, considerations of due diligence and any other conditions or requirements shall be reviewed by the group from time to time, and be implemented subject to the approval of the Board.

d) The group will consider every application. In so doing they may request further information, defer decisions, approve or refuse any application.

e) The means of approval or disapproval of applications shall be by votes from eligible members of the group. A simple majority will suffice for a decision.

f) In order for applications to be considered and a vote to take place, the group must be quorate, which requires, when the group consists of three members, the attendance of at least two members. The numbers required to be present in order for the group to be quorate will increase as or if the size of the group increases and shall be agreed by the Chair of the group in consultation with the group and the Board.

e) If a member of the group is absent from any meeting he or she may give a proxy vote on an application, in writing, during normal working hours, at least 48 hours in advance of the meeting, to the CEO who shall immediately notify the Chair. Voting by proxy does not count as being physically present at a meeting.

f) In the event of an equal balance of votes, the Chair of the group may exercise a casting vote in addition to his or her original vote.

g) Any member of the group or person present at the meeting must declare any conflict of interest at the start of a meeting and shall not vote on that application. He or she may, subject to the agreement of the group, remain present when the application is reviewed but may not contribute to the

discussion unless it be to answer questions which the group requests by way of factual information. Such questions and answers must be fully noted.

h) It is not desirable that a member of the group shall promote, advise or facilitate a particular project fund applicant or individual in making an application for project funds. In the event that this does happen, the member shall immediately advise the Chair of the group and CEO.

i) Members undertake to attend all meetings of the group, per annum, unless exceptional circumstances arise. Repeated non-attendance or conduct not conducive to the effective and efficient carrying out of the group's activities will be matters for the Board to be apprised of and for it to take whatever action it deems appropriate.

4. Delegated Powers

4.1 The group has delegated powers to make decisions with regard to allocation of funds, using the application process approved by the Board. Notes of all meetings will be presented, and ratified, at the following full Board Meeting.

4.2 Duties

The group shall:

- a) Promote the existence of the fund through the assistance of a consultant, and if applicable, the media and contact with the community.
- b) Allocate the Community Events Fund grants according to the criteria agreed by the Board.
- c) Monitor the progress of allocated grants, through recent reports from a consultant or other nominated person.
- d) Receive draft reports from all grant funded projects for comment before presentation to the full Board meeting for approval and publication.
- e) Agree which of the recommendations of any report will be taken forward in terms of holding service providers and commissioners to account.
- f) Liaise with public relations, press and other interested parties as necessary, through the consultant or other nominated person.
- g) Keep the full Board informed of all decisions and progress on grant funded projects.

h)Receive and consider applications from other smaller projects within the ethos of the project fund, and consider short reports from the community event funded events, as approved by the Board.

Minutes of meeting of September 3rd 2014

The Board is asked to note the minutes of the subgroup held on 3rd September 2014

Notes of Project Fund meeting 3rd September 2014

Present: Rachel Coney, Vivienne Laurie, Jean Nunn-Price

Present for part of the meeting: Ben Mabbett, Firebird (Susanna), Aziza Shafique.

Apologies: Richard Lohman

1. Declarations of Interest:

Jean declared that she is a member of the Wantage LINK who have put in an application through Community Events fund.

2. Notes of the last meeting:

Couple of typos to correct. Action: **Annie**

3. Matters arising:

- Rachel wrote to Deaf Direct. No response received as yet.
- Number for Interpretation Services to be made available in the office.
- Thames Valley Quality Surveillance group also interested in the issue of interpretation services generally. Rachel attends.

4. Patient Voice. Rachel and Annie met with the group. Agreed this will now become a Healthwatch-led piece of work, and the Chief Executive will report direct to the full Board re progress. Action: **Rachel**

5. Agreeing distribution list for the reports and where recommendations to be addressed. Needs to happen when Draft Reports considered. Action: **Annie** to add flow chart.

6. Ethics Paper

3 typos to be corrected. Approved subject to typos and formatting. Action: **Ben** to make corrections, format and save in the report.

7. Discussion about editing reports and what is the best way to do this. Can we have a system of working on one document on a common system - dropbox, google docs...? Action: **Ben to investigate**

8. Reports

8a. Asian Women's Report

- Correct Typos (Jean to send marked copy to Annie)
- Crop picture (Ben)
- Check numbers/stats consistency (Aziza) (p17)
- release under embargo the week beginning the 15th September (Annie, Susanna, Aziza)
- Publicity following week and Publish (Susanna, Aziza , Ben, Rachel)

8b. Students' Report

Awaiting formal responses from providers/commissioners. Agreed not appropriate to add recommendations from Healthwatch to this report. Need to produce more detailed specification for an in-depth piece of work to explore Richard Lohman's concerns re mental health and alcohol/drugs. This to be taken forward as a separate piece of work with HWO overall work programme as appropriate.

Actions:

- Rachel to write to Elsa Bell and OCCG/CSU to ask what actions have been taken within the university already in response to the student's report and what further actions are planned.
- When Students back Annie to liaise re:
 - o Branding
 - o Disclaimer
 - o Limitations
- Report to go out week beginning 20th October for publicity and PR (Susanna, Ben, Annie)

8c. GP Report/Patients Association

Action: Rachel sending with covering letter by 5th September for comment to:

- Joe McManners and 6 areas
- John Jackson (CCG)
- Pritt Bhutar and Paul Roblin - Local Medical Committee
- Oxfordshire Practice Managers Chair
- Helen Clanchy
- Nicky Wadely and Ginny Hope
- Mick Dolan

Further Actions:

- Send out final report week of 13th under embargo (Rachel, Susanna)
- Publish and send out 20th for publicity (Rachel, Susanna, Patient Association, OCCG, Ben).

9. Main Project Fund New Grants Applications

- Oxfordshire Advocacy Application bid
- Vivienne checked if there was a conflict of interest because of potential partnership re accommodation.

Decision: Approved subject to seeing a more detailed budget re funding streams and clarification that there is sufficient funding in place to deliver project and there is also no double funding of core costs. Action: Annie to follow up

10. Small Grants

- Cottsway Witney - approved
- Wantage Link - approved (Jean not present for this item due to declared interest)

Action: Annie to follow up /notify groups of outcome.

11. Any Other Business: None