

Healthwatch Oxfordshire Board of Directors

Date of Meeting: 26 th January 2016	Paper No: 1
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Title of presentation: Draft minutes of the Board meeting of 24 th November 2015

This paper is for	Discussion		Decision	x	Information	
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Purpose and executive summary (if longer than 3 pages):

Financial implications of this paper: None
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Actions required: The Board is asked to: <ul style="list-style-type: none">• Approve the draft minutes• Note any matters arising.
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Author: Carol Ball

Title: Draft Healthwatch Oxfordshire (HWO) Board Meeting Minutes			
Venue: Henley-on-Thames Town Hall		Date: 24/11/15	
Time: 14.00-16.00	Chairman: Eddie Duller OBE (ED)		
Minute Taker: Carol Ball (CB)			
Attendees: Board members: Eddie Duller OBE (ED), Jacquie Pearce-Gervis (JP-G), Jean Nunn-Price MBE (JN-P), Tracey Rees (TR), Rev. Caroline King (CK), George Smith (GDWS), Richard Lohman (RL). Staff in attendance: Carol Moore (CM), Head of Projects, Carol Ball (CB), Business Manager, Richard Maynard (RM), Marketing and Communications Manager Members of the public: Members of the public attended this meeting			
Apologies : Mia van Manen (MvM), Paul Ader (PA), Jane Manley (JM), Geraldine Shepherd (GS)			
Agenda item	Notes		Action by
1	Welcome ED welcomed the Board and members of the public. He explained the procedure for the meeting and invited members of the public to ask questions both during agenda item 3 and at the end of each subsequent agenda item.		
2	Declarations of interest JP-G declared her role as Chair of Patient Voice and Life Membership of the Nuffield Orthopaedic Centre League of Friends. RL declared his role as a member of staff at Oxford Health Foundation Trust		
3	Questions from members of the public Townlands Hospital		

	<p>There is concern that the reduced number of beds at Townlands will have a detrimental impact on delayed transfers of care at the Royal Berkshire Hospital (RBH). Concern was raised about the involvement of the RBH in the consultation process. Does Healthwatch Oxfordshire have the power to change this?</p> <p>TR said it was disconcerting to note that it was felt that there was a lack of consultation with the RBH.</p> <p>ED advised the HWO did not have the power to change this decision. CB advised that Oxfordshire Clinical Commissioning Group had offered to work with the Townlands Steering Group in evaluating the service going forward.</p>	
4	<p>Paper 1: Minutes of the meeting held on 22/9/15</p> <p>Minutes were accepted - minor amendment in item 7. Proposed by JN-P Seconded by RL</p> <p>Matters arising</p> <p>TR informed the board that the Project Fund training day was a great success and thanked the staff team for their efforts.</p>	
5	<p>Paper 2: CEO's Report</p> <p>CM (Head of Projects) presented the CEO's report and gave a verbal update on the following:</p> <p>Delayed Discharge Plan</p> <p>Oxfordshire County Council (OCC), Oxfordshire Clinical Commissioning Group (OCCG), Oxford University Hospitals (OUHFT) and Oxford Health Foundation Trust (OHFT) have met to discuss a proposal to improve the ongoing DTOC position in Oxfordshire. CM reported that she had had a verbal briefing on this plan by John Jackson (Director of Adult Social Care).</p> <p>Health Overview and Scrutiny Committee had been appraised of the plan and had asked for a full update from commissioners and providers at an extra meeting to be held in December. ED asked for the date of this meeting and CB to circulate.</p> <p>CM had raised the following areas during the briefing:</p> <ul style="list-style-type: none"> • Ensuring patients were located as near to their own postcode when possible. 	CB

	<ul style="list-style-type: none"> • Managing the process without causing undue distress to patients. • The closure of acute beds. <p>GDWS was concerned as to the availability locally of care homes that will have capacity to meet the additional demand this plan will place on the system.</p> <p>GDWS said that it was important that those patients being moved into care homes do not lose hope about going back to their own homes.</p> <p>The Board requested CM write to commissioners to seek further clarification around this plan.</p> <p>Enter and View</p> <p>TR asked if the next phase of this programme had been agreed, CM advised the Board that we were working with providers around the development of a project which will encompass Enter and View activity, it is anticipated that this will take place in Spring 2016.</p> <p>Health Inequalities Commission (HIC)</p> <p>ED asked for an update, CM advised that the HIC had met and agreed that HWO should be represented on the commission. CM to discuss with ED who will be best placed to represent HWO.</p> <p>The Chief Executive's paper was noted by the Board.</p> <p>The Big Plan</p> <p>ED asked if the update on the Big Plan (Oxfordshire's Learning Disability Strategy) is on the HWO website - RM agreed to action.</p> <p>Correspondence</p> <p>CM to write to the Chair of the Oxfordshire Veterans Forum forwarding correspondence received from Oxfordshire Clinical Commissioning Group.</p>	<p>CM</p> <p>CM/ED</p> <p>RM</p> <p>CM</p>
<p>6</p>	<p>Paper 3: Business Managers Paper</p> <p>2nd Quarter management accounts</p> <p>The Board asked questions of clarification on the 2nd quarter accounts. CB explained that the project spend of £13590.00 had missed the deadline for the 2nd quarter accounts and will be included in the 3rd quarter accounts.</p> <p>Conversion to a Charity</p> <p>The Board discussed this item.</p>	

	<p>Terms of Reference</p> <p>JN-P queried the delegated powers of the HR Group and it was agreed that the TOR be amended to remove the term delegated.</p> <p>JN-P asked if all current policies were on the HWO website, ED advised this will be done as the Board agree the new policies.</p> <p>ED advised the Board that it was not felt that the current structure of the Board Groups would be long term and explained his vision with directors being given responsibility for specific areas.</p> <p>The Board</p> <ul style="list-style-type: none"> • noted the second quarter management accounts • approved the recommendation in principle to convert to a Charitable Incorporated Organisation (CIO) and delegated responsibility to CB to deliver on this with support from JN-P when required. • agreed to a target date of 1st June 2016 or sooner • approved the terms of reference (TOR) for the groups of the Board with the following amendment to the TOR for the HR Group. <ul style="list-style-type: none"> ○ “It has delegated powers ..” to be replaced with “it oversees the implementation..” <p>Proposed by TR Seconded by GDWS Unanimously agreed</p>	<p>CB</p> <p>CB/JN-P</p> <p>CB</p>
<p>7</p>	<p>Paper 4: Project and Community Involvement Update</p> <p>CM updated the Board on the Child Sexual Exploitation project and a member of the public asked for clarification on where the money for projects originates. CM advised the money is allocated from the Healthwatch Oxfordshire Grant and enables HWO to hear the voices of groups that we would otherwise find it difficult to reach.</p> <p>ED informed the Board that the Health Overview and Scrutiny Committee (HOSC) had been welcoming of the Dignity in Care Report .HOSC had asked Oxfordshire County Council (OCC) to develop the OCC response to the report further.</p> <p>CM informed the Board that the team were currently working on the Outcomes and Impact Report which will be sent to all providers and commissioners asking them for an update on the commitments to action they gave in response to our reports and correspondence this year.</p> <p>TR congratulated CM and the team on the Dignity in Care report and asked the Board to consider having a patient’s story read at the beginning of board meetings?</p>	

	<p>CK felt it would remind the Board of the purpose of the organisation. RL asked would it be within the context of the papers being presented at the meeting. JP-G agreed that it would need to be within the context of the meeting.</p> <p>TR and RL agreed to discuss this further at the next meeting of the Project Group and GDWS was asked to send his thoughts to TR.</p> <p>GDWS updated the Board on the new Home Care contracts and the fact that he had been asked to sit on the contract panel for new providers. The new contracts will enable care workers to carry out a wider range of tasks. Work will be divided into local areas and should ensure travel time is included in the workers working day.</p> <p>GDWS raised two aspects of the hospital discharge process, planning for discharge and discharge to assess. He felt that two were contradictory of each other and JP-G queried how HWO could monitor and record the latter part of the patient experience.</p> <p>GDWS explained that an evaluation of the Dutch system of care whereby nurses provide the care leads to an increase in health costs but a decrease in care costs. GDWS felt that there was an opportunity to embed a registered nurse in each of the locality teams.</p> <p>ED thanked GDWS for his comprehensive update.</p> <p>The Board noted the contents of this paper and approved the recommendations to award £13590 in grants.</p> <p>Proposed by TR Seconded by RL Unanimously agreed</p>	GDWS
8	<p>Paper 5: Marketing and Communications Strategy.</p> <p>TR had a number of amendments to this strategy and agreed to meet with RM to go through these changes in more detail.</p> <p>TR raised a query on behalf of PA around the proposed column in the Oxford Mail (4.1.1 of the paper). ED advised that this would be a monthly contemporary article starting in January, with the object being to raise the profile of HWO. TR felt it would be good to know how this will be developed and RL commented that he considered it was a good idea.</p> <p>ED informed the Board that the December newsletter was ready to be sent out and RM was working on the possibility of increasing the circulation.</p>	TR/RM

	<p>3.45pm- RL left the meeting.</p> <p>The Board approved the Marketing and Communications Strategy subject to the agreed amendments.</p> <p>Proposed By JN-P Seconded by JP-G Unanimously agreed.</p>	
9	<p>Paper 6: Updated Healthwatch Oxfordshire Draft Strategy</p> <p>TR asked it to be noted that it was really helpful to see the amendments to the strategy in as separate document. Ed advised the Board that the workplan will not be updated until there was further clarity on the funding position for Healthwatch Oxfordshire.</p> <p>The Board noted the updated HWO Draft Strategy.</p> <p>Paper 7: Minutes of the HR Group</p> <p>The Board noted the minutes of the HR Group meeting held on 12th October 2015.</p> <p>Paper 8: Minutes of the Project Group</p> <p>The Board noted the minutes of the Project Group meetings held on 10th November 2015.</p> <p>Paper 9: Minutes of the Marketing Group</p> <p>The Board noted the minutes of the Marketing Group meeting held on 21st October 2015.</p> <p>Paper 10: Minutes of the Strategy, Planning & Finance Group.</p> <p>The Board noted the minutes of the Strategy, Planning & Finance Group meeting held on 1st October 2015.</p>	
10	<p>AOB</p> <p>JN-P reminded the Board about the leaving lunch for Dermot Roaf who along with Johnny Latham had decided not to stand for reappointment as a Director. ED agreed to ensure Johnny Latham was invited. ED was delighted to inform the Board that JN-P had been reappointed as a Director by unanimous decision.</p> <p>Meeting closed at 3.55pm.</p>	
	<p>Future meetings</p>	

	<p>Date of next HWO Board workshop: Tuesday 15th December @4-6pm At the Healthwatch Oxfordshire Office or Fountain House - tbc</p> <p>Date of next HWO Board meeting: 26th January 2016, 4-6pm at Long Furlong Community Centre, Boulter Drive, Abingdon, OX14 1XP</p> <p>Joint Health Overview & Scrutiny Committee meeting 4th February 2016@10am 21st April 2016 @10am</p> <p>Health & Wellbeing Board meeting 3rd March 2016 @2pm 14th July 2016 @2pm</p> <p>Performance Scrutiny Committee 17th December 2015 @10am</p>	
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