

## Healthwatch Oxfordshire Board of Directors

Date of Meeting: 27 <sup>th</sup> September 2016	Paper No: 1
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Title of Presentation: Draft minutes of the Board meeting of 26 <sup>th</sup> July 2016
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This paper is for	Discussion	x	Decision	x	Information	
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Purpose and Executive Summary (if paper longer than 3 pages):
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Financial Implications of Paper:
None

The Board is asked to:
<ul style="list-style-type: none"><li>• Approve the draft minutes</li><li>• Note any matters arising</li></ul>

Author: Carol Ball
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<b>Title:</b> Draft Healthwatch Oxfordshire (HWO) Board Meeting Minutes			
<b>Venue:</b> Council Chamber, Bicester Town Hall		<b>Date:</b> 26/07/16	
<b>Time:</b> 14.00-16.00	<b>Chairman :</b> Eddie Duller OBE (ED)		
<b>Minute Taker:</b> Carol Ball (CB)			
<b>Attendees:</b>  <b>Board members:</b> Eddie Duller OBE (ED), Geraldine Shepherd (GS), Richard Lohman (RL), Rev Caroline King (CK), Jean Nunn-Price MBE (JNP)  <b>Staff in attendance:</b> Carol Moore (CM), Executive Director, Carol Ball (CB) Business Manager, Rosalind Pearce (RP) Incoming Executive Director.  <b>Members of the public:</b> One member of the public attended			
<b>Apologies :</b> George Smith (GDWS), Tracey Rees (TR)			
Agenda item	Notes		Action by
1	<b>Welcome</b>  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	<b>Declarations of interest</b>  RL declared his role as an employee of Oxford Health NHS Foundation Trust GS declared her role as an employee of South Central Ambulance Service		
3	There were no questions from the public		

4	<p><b>Paper 1: Minutes of the meeting held on 24/5/16</b></p> <p>Minutes were <b>accepted</b> as a true and <b>accurate</b> record  Proposed by: CK  Seconded by: RL  <b>Matters arising</b></p> <p><b>Item 3: Donna Schell from Southern Health NHS Foundation Trust had cancelled the proposed meeting with CM and a new date is yet to be agreed.</b></p> <p><b>Item 5:</b></p> <ul style="list-style-type: none"> <li>○ <b>Prisoner Health - CM is waiting for further information and this will be circulated when available</b></li> <li>○ <b>Datix - this summary is yet to be received.</b></li> </ul> <p><b>Item 6: The accounts have been filed and are now publicly available on the Companies House website.</b></p> <p><b>Item 8: The work plan was updated as requested</b></p> <p><b>Item 10: Wantage Community Hospital - JN-P gave an update on the continuing discussions around the partial closure.</b></p>	<p><b>RP</b></p> <p><b>CB</b></p> <p><b>CB</b></p>
5	<p><b>Paper 2: Minutes of the Board Workshop held on 21<sup>st</sup> June 2016</b></p> <p>Minutes were <b>accepted</b> as a true and <b>accurate</b> record  Proposed by: CK  Seconded by: RL</p> <p><b>Matters arising: RL requested notes from the meeting be circulated to attendees.</b></p>	<p><b>CB</b></p>
5	<p><b>Paper 2: Executive Directors Report</b></p> <p>CM provided a further <b>update</b> on:</p> <p><b>Public Service Reorganisation - CM circulated a joint statement from Oxfordshire County Council and the district/city councils. RL was disappointed to note that the commissioned reports on devolution had not been published, ED commented this is a work in progress and that the reports may well be published in the future. JN-P commented that it is a sensible way forward for the districts, county and city to work together to find the best solution.</b></p> <p><b>Sustainability and Transformation Plan (STP) - HWO has submitted a Freedom of Information (FOI) request to view the STP submissions made to NHS England. CM asked the</b></p>	

	<p>Board should the <b>request be refused</b> would they wish to take the FOI to <b>appeal</b> and this was agreed.</p> <p>RL proposed GS seconded</p> <p><b>Agreed unanimously.</b></p> <p><b>Delayed Transfers of Care (DTCO)</b> CM reported that this been a <b>successful initiative to date</b> and that <b>care workers</b> who had been <b>recruited</b> by the Oxford University Hospital Financial Trust (<b>OUHFT</b>) had in the main been <b>recruited</b> from <b>outside</b> the care sector.</p> <p>CM advised the Board that the <b>Minor Injuries Project</b> will be published on <b>Thursday 28<sup>th</sup> July.</b></p> <p>ED thanked <b>CM</b> for an admirable report</p>	<p><b>CB</b></p>
<p><b>6</b></p>	<p><b>Paper 3: Business Manager’s Paper</b></p> <p>The Board <b>approved</b> the <b>amended articles</b> and agreed to the next steps which is to <b>approach</b> the <b>Charity Commission</b> with a view to gaining their <b>approval</b> on them.</p> <p>Proposed by JN-P Seconded by: RL</p> <p>The Articles were <b>unanimously agreed.</b></p> <p><b>Board meetings</b> - the Board <b>agreed</b> to <b>continue</b> to <b>rotate</b> their <b>meeting</b> across the <b>six localities</b> of Oxfordshire and to <b>continue</b> to <b>vary meeting</b> times. It was <b>decided</b> to <b>continue</b> the <b>discussion</b> at the <b>next board workshop.</b></p> <p>The Board <b>noted</b> the <b>first quarter management accounts</b> with a request that <b>variances to budget</b> are more clearly <b>defined.</b></p> <p><b>HR policies</b> - it was <b>decided</b> that the <b>HR Group</b> would <b>finalise</b> these <b>policies</b> on a <b>task and finish</b> basis before submitting them to the <b>Board</b> for <b>final sign off.</b> <b>GS</b> to take the <b>lead</b> on this as the <b>Chair of the HR Group</b> working with <b>ED</b> and <b>CK.</b></p>	<p><b>CB</b></p> <p><b>RP/CB</b></p> <p><b>CB</b></p> <p><b>GS/ED/CK</b></p>
<p><b>7</b></p>	<p><b>Directors Update</b></p> <p>RL <b>updated</b> the Directors on the <b>Health Inequalities Commission</b> which has now held its <b>final meeting.</b> The <b>report</b> is due to be <b>published</b> in <b>September.</b> RL felt the <b>process</b> had been very <b>worthwhile</b> and on occasions <b>overwhelming.</b></p>	

	<p>JN-P updated the Directors on the changes at the South West Oxfordshire Locality Forum (SWOLF). SWOLF will meet 6 times per year and are planning to hold two public engagement events.</p> <p>ED asked the Directors to consider successional matters as the terms of office for five members of the Board are due up in March 2017. It was agreed to consider this more fully at the next Board workshop.</p>	RP
8	<p><b>AOB</b></p> <p>ED thanked CM (who is leaving HWO) for her outstanding work during her time at HWO both on behalf of the organisation and on a personal level. ED commented that the quality of information supplied to the Board during her time had been fantastic, as were her report writing skills.</p> <p>ED welcomed Rosalind Pearce the new Executive Director of Healthwatch Oxfordshire, who is working part time during August and taking up her post full time from the beginning of September.</p> <p>CB asked the Board to agree the following change to the company bank account:</p> <p>The Board is asked to agree to remove Carol Moore as a signatory to the bank account and to add Rosalind Pearce as a signatory with immediate effect.</p> <p>Proposed by: JN-P  Seconded by: GS  Agreed unanimously.</p>	CB
	<p><b>Future meetings</b></p> <p><b>Date of next Board workshop:</b>  25<sup>th</sup> October 2016</p> <p><b>Date of next HWO Board meeting:</b>  27<sup>th</sup> September 2016</p> <p><b>Joint Health Overview &amp; Scrutiny Committee meeting</b>  15<sup>th</sup> September 2016 @ 10am  17<sup>th</sup> November 2016 @10am  2<sup>nd</sup> February 2017 @ 10am</p> <p><b>Health &amp; Wellbeing Board meeting</b>  10<sup>th</sup> November 2016 @ 2pm  23<sup>rd</sup> February 2017 @2pm</p> <p><b>OHFT Board meetings - no times or venue published</b>  28<sup>th</sup> September 2016</p>	

	<p>26<sup>th</sup> October 2016 30<sup>th</sup> November 2016</p> <p><b>OCCG Board meetings</b></p> <p>29<sup>th</sup> September 2016, 2-5pm at Jubilee House 29<sup>th</sup> November 2016, 9-12.45 at Witney Methodist Church</p> <p><b>OUHFT Board meetings - start at 10am</b></p> <p>14<sup>th</sup> September 2016 @ Seminar 3, Horton Hospital 9<sup>th</sup> November 2016 @ meeting room 1-3, Cancer and Haematology Centre at the Churchill Hospital</p>	
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