

## Healthwatch Oxfordshire Board of Directors

Date of Meeting: 24 <sup>th</sup> May 2016	Paper No: 1
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Title of Presentation: Minutes of the meeting of 22 <sup>nd</sup> March 2016
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This paper is for	Discussion		Decision	x	Information	x
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Purpose and Executive Summary (if paper longer than 3 pages):
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Financial Implications of Paper: None
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<b>Action Required:</b> The Board is asked to: <ul style="list-style-type: none"><li>• Approve the draft minutes</li><li>• Note any matters arising</li></ul>
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Author: Jen Marks
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<b>Title:</b> Draft Healthwatch Oxfordshire (HWO) Board Meeting Minutes		
<b>Venue:</b> West Oxfordshire District Council Offices, Witney		<b>Date:</b> 22/3/16
<b>Time:</b> 19.00-21.00	<b>Chair:</b> Eddie Duller OBE (ED)	
<b>Minute Taker:</b> Jen Marks (JM)		
<p><b>Attendees:</b></p> <p><b>Board members:</b> Eddie Duller OBE (ED), Jacque Pearce-Gervis (JP-G), Tracey Rees (TR), George Smith (GDWS), Geraldine Shepherd (GS), Jean Nunn-Price MBE (JNP)</p> <p><b>Staff in attendance:</b> Carol Moore (CM) Head of Projects, Jen Marks (JM) Community Involvement Officer.</p> <p><b>Members of the public:</b> one member of the public attended this meeting: <b>Bill Wragge</b>, Health Policy and Partnerships Officer, West Oxfordshire District Council and Cotswold District Council.</p>		
<b>Apologies:</b> Richard Lohman (RL), Rev Caroline King (CK), Carol Ball (CB).		
Agenda item	Notes	Action by
1	<p><b>Welcome</b></p> <p>ED welcomed the Board and member 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.</p>	
2	<p><b>Declarations of interest</b></p> <p>JP-G declared her role as Chair of Patient Voice and Life Membership of the Nuffield Orthopaedic Centre League of Friends.</p>	
3	<p><b>Questions from members of the public:</b></p> <p>Bill Wragge wondered if HWO knew any more about the Local Unitary Council bid to work together through a combined authority. ED explained that HWO will be putting an independent report on the website which will be designed to avoid speculation and will have links to the</p>	



	<p>TR proposed supporting <b>The Icknield Community College Project</b> being managed by <b>JM</b>. <b>JNP</b> seconded and the proposal was approved.</p>	
6	<p><b>Paper 3: Business Manager's Paper incorporating:</b></p> <ul style="list-style-type: none"> <li>• <b>Charity Conversion</b></li> <li>• <b>Board Structure</b></li> </ul> <p>For noting and decision.</p> <p>Directors discussed the update on conversion to a charity. Articles were agreed with minor amendments to objects. <b>GDWS</b> proposed; <b>TR</b> seconded.</p> <p><b>CM</b> asked directors to think about time rotations for board meetings; what works for everyone? This will be discussed in July's board meeting. All directors noted the work that had gone in <b>CB's</b> paper. <b>ED</b> thanked <b>CB</b> for the report.</p>	ALL
7	<p><b>Paper 4</b> <b>Updated Work plan.</b></p> <p><b>CM</b> told directors that the work plan was purely for information and welcomed any thoughts. <b>GDWS</b> suggested that the final version of the work plan should be more overt when highlighting the work <b>HWO</b> is doing with <b>VSOs</b> as it is good feedback for monitoring the impact of the cuts. <b>CM</b> and <b>TR</b> will meet to go through the work plan before the next board meeting. The board agreed the draft budget. <b>JNP</b> proposed <b>JPG</b> seconded.</p>	CM & TR
8	<p><b>Paper 5</b> <b>Voluntary Sector Outreach</b> <b>GDWS</b> and <b>ED</b> congratulated <b>KL</b> on her excellent report. All agreed. <b>TR</b> requested that the <b>Nuffield</b> is referred to as <b>The Nuffield Orthopaedic Centre</b> on Page 6. The directors had a discussion on the impact of the cuts on the subsidised transport services. How will <b>HWO</b> hear from people with limited means in poorer areas if they can't go out? Directors wondered if <b>HWO</b> should step up its involvement in monitoring this and commented that <b>HWO</b> has a role to understand the impact of the cuts while acknowledging what is achievable for the staff team. <b>TR</b> wondered if <b>HWE</b> had developed a framework to measure the impact of cuts which <b>HWO</b> could use.</p>	KL
9	<p><b>Directors Update</b> <b>TR</b> is organising training to take part in the Deer Park Medical Practice recommissioning evaluation. <b>GDWS</b> is focusing on a pilot project, the aim of which is to have trained nurses embedded in locality based care agency providers.</p>	

10	<p><b>Papers included for information and to note:</b>  <b>JNP</b> asked that the directors ensure that <b>RM</b> is aware of any local newsletters that they know about.</p>	ALL
11	<p><b>AOB</b>  <b>TR</b> proposed to accept the staff's recommendations to move to the new premises at High Cogges.  <b>ED</b> seconded and it was agreed on <b>ED's</b> casting vote.</p>	
	<p><b>Future meetings:</b></p> <ul style="list-style-type: none"> <li>• 24th May 2016, 2-4pm, Long Room, Town Hall, St Aldates, Oxford</li> <li>• 26th July 2016, 4-6pm*, Bicester</li> <li>• 27th September 2016, 7-9pm*, Chipping Norton</li> </ul> <p>*timings and locations to be confirmed once board makes a decision on rotation of timing.</p> <p><b>Joint Health Overview &amp; Scrutiny Committee meeting</b>  21<sup>st</sup> April 2016 @10am</p> <p><b>Health &amp; Wellbeing Board meeting</b>  14<sup>th</sup> July 2016 @2pm</p>	