

## Healthwatch Oxfordshire Board of Directors

Date of Meeting: 9 <sup>th</sup> January 2018	Paper No: 4
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Title of Presentation: Business Managers Paper
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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): Please click the icon to access the document

Financial Implications of Paper:

**Action Required:**

The board is asked to:

- Approve reviewed policies
- Note the Health and Safety update
- Note the updated governance calendar

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## 1.0 Policies and procedures

In September 2017 the board agreed to set up a task and finish group to review some HWO policies and procedures. The task and finish group met in October 2017 and the revised policies were circulated to the board for information on 17<sup>th</sup> November 2107. Some comments were received back and one policy (Equal Opportunities) was amended to include the names of the protected characteristics. A small number of policies are yet to be circulated.

### 1.1 Policy Review List

Policy name	Reviewed	Website
Anti -Bribery Policy	27.10.17	Yes
Complaints Policy and Procedure	27.10.17	Yes
Conflict of Interest Policy	27.10.17	No -but register of interests will be put on web.
DBS Policy	27.10.17	No
Declaration of Interests Policy	27.10.17	Yes
Disciplinary Policy	26.01.16	No
Disposal of Assets Policy	27.10.17	No
Equal Opportunity Policy	27.10.17	Yes
Expenses Policy and Procedure	27.10.17	Yes
Grievance Policy	27.09.17	Yes
Health and Safety Policy	27.10.17	Yes
TOIL Policy and Procedure	27.07.17	No

### 1.2 Board action

The board is asked to formally approve the updated polices and agree with the recommendation as to which polices will be published on the Healthwatch Oxfordshire website.

## 2.0 Health and Safety Update

We had an external company conduct a fire safety risk assessment, the outcome has not yet been received however, we have been advised the risk assessment will not contain any serious areas for concern. Both Richard and Carol attended fire extinguisher training and two fire extinguishers were installed in the office.

PAT testing training - has been arranged for the 16<sup>th</sup> January 2018 and Carol Ball will be attending this.

## 3.0 Governance calendar

The Board's governance calendar has been updated and can be found at *appendix 1*.

## Governance Calendar

**Yellow** = GSF; **Grey** = Comms; **Green** = Meeting in Public; **Orange** = Training; **Blue** = Management meeting

Date	Time	Meeting type/planner	Activity	Action
9 <sup>th</sup> January 2018 (North) Banbury Town Hall Bridge St Banbury	7-9pm	Board Meeting in public	Guest speaker - SCAS Exec Director/Team report. Sub-Group reports. Chair report.	Information Noting Decision
1 <sup>st</sup> February 2018	10.30-12.30pm	Comms Group -ED	Cancelled	
13 <sup>th</sup> February 2018 The Venue, Cowley	2-3.45pm	GSF Group -MT-J	3 <sup>rd</sup> quarter management accounts Year-end forecast	Information/comment - to present to board on (13/2/18) for approval
13 <sup>th</sup> February 2018 The Venue, 242B Barns Road, Cowley, OX4 3RQ	4-6pm	Board management	Exec Director/Team report Sub-Group reports Chair report Treasurers update Skills audit OCC grant 2019 onwards	Information Noting Decision
13 <sup>th</sup> March 2018	4-6pm	Board training - GS/RP	Safeguarding	
12 <sup>th</sup> April 2018	10.30-12.30pm	Comms Group -ED		
17 <sup>th</sup> April 2018 (North East)	7-9pm	Board Meeting in public	Guest speaker Exec Director/Team report Sub-Group reports Chair report	Information Noting Decision

22nd May 2018	2-3.45pm	GSF Group -MT-J	4 <sup>th</sup> quarter management accounts Year-end accounts Trustees Report	Information/comment - to present to board on (22/5/18) for approval
22nd May 2018	4-6pm	Board management	Exec Director/Team report. Sub-Group reports. Chair report. Treasurers report Annual Report	Information Noting Decision
19 <sup>th</sup> June 2018	4-6pm	Board training - GS/RP		
12 <sup>th</sup> July 2018	10.30-12.30pm	Comms Group- ED		
17 <sup>th</sup> July 2018 (South East)	7-9pm	Board Meeting in public	Guest speakers - team to annual report Exec Director/Team report. Sub-Group reports. Chair report.	Information Noting Decision
18 <sup>th</sup> September 2018	2-3.45pm	GSF- MT-J	1 <sup>st</sup> quarter management accounts	Information/comment - to present to board on (15/10/18) for approval
18 <sup>th</sup> September 2018	4-6pm	Training -GS/RP		
16 <sup>th</sup> October 2018 (South West)	7-9pm	Board meeting in public	Guest speaker Exec Director/Team report. Sub-Group reports. Chair report.	Information Noting Decision
25 <sup>th</sup> October 2018	10.30-12.30pm	Comms Group - ED		

20 <sup>th</sup> November 2018	2-3.45pm	GSF - MT-J	2nd quarter management accounts	Information/comment - to present to board on (20/11/18) for approval
20 <sup>th</sup> November 2018	4-6pm	Management meeting	Exec Director/Team report. Treasurers Report Sub-Group reports. Chairs report.	Information Noting Decision
<b>11<sup>th</sup> December 2018 - Staff/Board Xmas Lunch</b>				
29 <sup>th</sup> January 2019 (West)	7-9pm	Board meeting in public	Guest speaker Exec Director/Team report. Sub-Group reports. Chair report.	Information Noting Decision
7 <sup>th</sup> February 2019	10.30-12.30pm	Comms Group -ED		
26 <sup>th</sup> February 2019	2-3.45pm	GSF -MT-J	3 <sup>rd</sup> quarter management accounts Forecast to year end	Information/comment - to present to board on (26/2/19) for approval
26 <sup>th</sup> February 2019	4-6pm	Management meeting	Exec Director/Team report. Treasurers Report Sub-Group reports. Chairs report.	
26 <sup>th</sup> March 2019	4-6pm	Training		