

Healthwatch Oxfordshire Board of Directors

Date of Meeting: May 26TH 2015

Paper No: 11

Title of Presentation: DRAFT Minutes of Strategy, Planning and Finance sub group of May 11th 2015

This paper is for

Discussion

Decision

Information

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Purpose and Executive Summary (if paper longer than 3 pages):

Financial Implications of Paper:

Action Required:

To note the attached minutes, bearing in mind that at the point of circulation they are still draft and to be approved by the sub group at its meeting of May 20th 2015

Author: Rachel Coney

Title: Minutes from meeting of Strategy, Planning and Finance Sub-Group of the Board			
Venue: Suite 2, Whichford House		Date: 11/5/15	
Time: 14.00-16.00	Chair: Paul Ader (PA)		
Minute Taker: Rachel Coney (RC)			
Attendees:			
<ul style="list-style-type: none"> • Members: Paul Ader (PA), Eddie Duller (ED), Tracey Rees (TR), Mia van Manen (MVM) • Staff in attendance: Rachel Coney (RC), Carol Moore (CM) 			
Apologies : George Smith (GE), Jane Manley (JM)			
Agenda item	Notes		Action by
1	PA welcomed the group		
2	<p>Terms of Reference</p> <p>2.1 Draft TOR were circulated before the meeting and in discussion it was agreed that:</p> <ul style="list-style-type: none"> • The specific activities of the sub group should also include overseeing business process and good governance • The interface between this group and the Project group should be formally recognised in the TOR • Staff should be present as non-voting attendees and not members <p>2.2 There was a lengthy discussion about the need (or not) for quoracy terms to be included in the TOR, given that the group did not have delegated powers. It was agreed that the group's Chair would reflect on this and would advise RC asap on whether the TOR should be altered.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • PA to advise RC of his decision within 24 hours • RC to amend TOR for submission to Board for approval with May Board papers. 		<p>PA</p> <p>PA/RC</p>

<p>3</p>	<p>Reflection on Board workshop</p> <p>3.1 Mission and Vision</p> <p>PA recommended that the group use the language agreed by the Board workshop for the mission and vision, as the foundation for development of the strategy. He highlighted that this would require explicit consideration of the implications for HWO of being a “champion for health and social care users”.</p> <ul style="list-style-type: none"> • <i>Healthwatch Oxfordshire exists to be the independent champion for health and social care users in Oxfordshire.</i> • <i>Our vision is that the people of Oxfordshire are shaping their own health and social care services.</i> <p>3.2 What we understand by “strategy”</p> <p>The strategy will set out:</p> <ul style="list-style-type: none"> • the context within which HWO is working • how HWO will fulfil its mission and move towards delivery of its vision, specifically: <ul style="list-style-type: none"> ○ what success will look like ○ what obstacles it will need to avoid or work around to achieve success ○ what it will do and what it won’t do to avoid or work around obstacles • how HWO will prioritise use of resources • how success will be measured <p>The strategy will be a short and accessible document that builds, incrementally, on what HWO is already doing. It will encourage small / staged and often experimental changes that strengthen what is working and reduce or avoid what is not working. The sub-group will aim to bring a completed draft to the Board for approval in July.</p> <p>3.3 Our strategy in summary</p> <p>The group reviewed the statements shared at the Board workshop in April that said our strategy is to:</p> <ul style="list-style-type: none"> • <i>Find out about your experiences of using local health and social care services</i> • <i>Use that information to provide independent and informed advice to local health and social care</i> 	
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	<p><i>commissioners and providers about how local services need to change</i></p> <ul style="list-style-type: none"> • <i>Help hold those in charge of local health and social care service publicly to account for improving services in line with our advice</i> <p>It was agreed that these three statements, together with an additional statement related to our statutory responsibility to provide advice and information, provided an effective framework for identifying success statements and would probably form the core of the strategy.</p> <p>Action:</p> <ul style="list-style-type: none"> • Draft the wording of the fourth statement • Prepare a paper to come to the Board that maps HWO's statutory activities to the four statements. 	<p>RC</p> <p>RC</p>
4	<p>Success statements</p> <p>4.1 PA asked the individual members of the group to draft success statements relating to the summary strategy statements agreed and, separately, obstacles that would HWO would need to avoid or work around to achieve success.</p> <p>4.2 The group had an initial discussion about the ideas generated and agreed that all members would email RC proposed statements and obstacles by close of play 12/5/15, so she could consolidate and include them in a paper for the full Board to consider at its May meeting.</p> <p>Action:</p> <ul style="list-style-type: none"> • All to send RC draft success statements and associated obstacles by cop 12/5/15 • RC to use these to draft a consolidated version for discussion by full Board 	<p>All</p> <p>RC</p>
5	<p>Criteria for prioritisation of work programme</p> <p>5.1 After a lengthy discussion it was agreed that:</p> <ul style="list-style-type: none"> • The eligibility rules for grants of up to £5000 as 	

	<p>published on the website did not need adjusting, and that the purpose of developing criteria was to guide decision making about other aspects of the work programme.</p> <ul style="list-style-type: none"> • Some agreement was needed at a policy level about our aspirations in relation to issues such as: balance of breadth/depth; proactive/reactive; large scale/small scale; hard to reach groups/general population etc. • We need a short set of high level criteria that can be used by staff to guide them in advising the Project group on whether to shortlist requests and proposals for work to be undertaken by HWO • A more detailed set of criteria is needed to refine that shortlist and to guide decision making about resource investment in particular pieces of work. • A scoring system is needed to ensure fair and objective assessment of proposals against the criteria. PA suggested a scoring system in which each person using the criteria allocates an agreed number of points for each criteria across all of the shortlisted projects. PA agreed to prepare an illustration of how this would work for discussion at the next meeting. • This sub group's role was to develop the criteria and scoring system, but it would be up to the Project Group to apply them. • The brainstormed list of criteria developed in the board workshop was a good starting point for the next steps on this piece of work. <p>ACTION:</p> <ul style="list-style-type: none"> • PA to draft set of criteria and weighted scoring system for consideration at the next meeting of the group 	PA
6	<p>Budget, Year-end and Annual return</p> <p>6.1 RC gave a verbal update explaining that:</p> <ul style="list-style-type: none"> • The team were on track to bring the annual return to the May Board meeting for formal signing. • The outturn position for 14/15 was better than 	

	<p>expected because of the decision made by Donnington Doorstep to return its grant and some contingencies that had been planned for not materialising.</p> <ul style="list-style-type: none"> • A revised 15/16 budget will therefore also be presented to the Board in May, with additional expenditure earmarked for marketing and projects. <p>6.2 It was agreed that in future years this group would debate draft budgets before they were presented to the Board, and that management accounts would come to this group throughout the year before being presented formally to the Board.</p>	
<p>7</p>	<p>Future meetings</p> <p>7.1 It was agreed that:</p> <ul style="list-style-type: none"> • The most convenient time for members of the sub-group present at this meeting was to meet between 2pm and 4pm on Fridays. • The group needed to meet 3 times between the May and July board meetings if we were aiming to bring a draft strategy to the Board for approval in July • Thereafter meetings would decrease in frequency, and would be scheduled to fit with the quarterly management accounts cycle. <p>ACTION:</p> <ul style="list-style-type: none"> • PA to circulate a “Doodle Poll” to members of the sub-group for everyone to advise their availability for Friday afternoons between May and July board meetings. • PA and RC to email members with proposed dates. 	<p>PA / All</p> <p>PA / RC</p>