

Healthwatch Oxfordshire Board of Directors

Title of Presentation: Minutes of meeting of May 26th 2015

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

This paper sets out the minutes of the previous meeting of the Board

Financial Implications of Paper: None

Action Required: The Board is asked to approve these minutes and to note the matters arising

Author: Carol Ball

Title: Healthwatch Oxfordshire (HWO) Board Meeting Minutes			
Venue: Whichford House		Date: 26/5/15	
Time: 16.00-18.00	Chair: Eddie Duller (ED)		
Minute Taker: Carol Ball (CB)			
Attendees: Board members: Paul Ader (PA), Eddie Duller (ED), Caroline King (CK), Jean Nunn-Price (JN-P), Tracey Rees (TR), George Smith (GDWS). Amelia van Manen (AvM), Johnny Latham (JL) Richard Lohman (RL) Staff in attendance: Rachel Coney (RC), Carol Ball (CB), Carol Moore (CM)			
Apologies : Dermot Roaf, Jane Manley, Geraldine Shepherd and Jacquie Pearce-Gervis			
Agenda item	Notes		Action by
1	ED welcomed the Board		
2	Declarations of interest RL declared his role as an employee of Oxford health Foundation Trust AvM declared her role as a trustee of the Oxford Sexual Abuse and Rape Crisis Centre		
3	Paper 1: Minutes of the meeting held on 23/3/15 Minutes were accepted as a correct record with the following amendments: Item 9: RC informed the Board that the outturn figure is significantly less than <i>the 10%</i> contingency figure that Oxfordshire County Council would recommend for voluntary sector organisations.		

	<p>Item 10: Amend membership of the Strategy, Planning and Finance group to add MvM and TR and to remove JM and amend membership of the Marketing group to include JN - P and JL</p> <p>Item 12, AOB should read GDWS not GE. Add action for RC to notify key partners of future board meeting dates in advance.</p> <p>Matters arising</p> <p>No matters arising</p>	
4	<p>Paper 2: CEO's Report</p> <p>RC updated the Board on a delay in payment of HWO's funding from Oxfordshire County Council (OCC) which would be resolved by 28/5/15. Due to this HWO had had to set up a temporary overdraft facility of £5500 for a period of one week. OCC has been asked and agreed to cover any additional costs involved in raising the overdraft.</p> <p>External meetings</p> <p>PA asked for this table to be amended in future to include purpose and outcome of the meetings attended by RC or CM. Agreed</p> <p>Organisational Development Issues</p> <p>The timing of the Board meetings can be a barrier to attendance for some Directors and the Board agreed unanimously to move the meeting to a later slot of 7-9pm, from September, noting that this might mean moving away from Tuesdays. It was agreed that this is likely to help attendance when meetings begin to take place in public.</p> <p>CB to set up a doodle poll to agree new dates.</p> <p>Board workshops to remain unchanged (next workshop June 23rd 4-6pm). The July Board meeting date and time (28th July, 4-6pm) to remain unchanged.</p> <p>The Board were asked to note that the Customer Relationship Management database training will be moved to a later date than originally planned. Agreed that the June Board workshop should cover:</p> <ul style="list-style-type: none"> • The Joint Strategic Needs Assessment and what it tells us about the population of Oxfordshire • Further discussion about priority population groups for us to hear from 	<p>RC</p> <p>CB</p>

	<ul style="list-style-type: none"> • Mapping of who we have heard from as an organisation in the last year and who we have sought to influence <p>Recruitment of HWO Ambassadors</p> <p>RC confirmed that there are five volunteers for the two posts and the interviews will be carried out on Wednesday 3/6/15.</p> <p>Firebird PR Update</p> <p>PA asked for the Directors to be given advance notice of any media coverage when possible. RC agreed to notify when possible and to forward emails from Firebird with links to coverage after major stories.</p> <p>Fee based work</p> <p>RL asked for further information on the Said Business School piece of work and RC gave a more detailed explanation.</p> <p>CSE project</p> <p>The Board noted that following the decision of Donnington Doorstep not to proceed with this project, RC has set up a conference call with the National Working Group to discuss next steps and MvM is discussing the possibility of Oxford Sexual Abuse and Rape Crisis Centre taking a lead role as local partner.</p> <p>Hearsay!</p> <p>GDS queried why this piece of work is rated Amber, RC explained that at the time of writing the Board papers the number of attendees was not confirmed. The events to date had had a good attendance and a decision had been made to cancel the large event on the 20th June and replace it with an event in January “You said, we did”. This would enable attendees to be informed about the actions of OCC following the smaller events.</p> <p>PA asked if the Appendix to the Chief Executive Officer’s (CEO) report could in future also map activity against strategy and this was agreed.</p>	CB
5	<p>Paper 3: Finance Report</p> <p>PA proposed minor amendments to the presentation of this report and the Board agreed the accounts subject to the completion of these minor amendments:</p>	RC

	<ul style="list-style-type: none"> • Directors list to include date of appointment • Principal activities to be worded exactly as in strategy paper • Split para under small company provisions on p6 into two paras and repeat on p7 • Check detail of prepayments and accruals • Include detail of debtors on p10 <p>The Community Interest Company report was agreed subject to the same change of wording on principal activities. The management accounts for the year ending were noted and it was agreed that in future :</p> <ul style="list-style-type: none"> • Pay or staffing costs would be called employment costs • Interim CEO and Oxfordshire Rural Community Council support costs would be under professional fees in the 14/15 outturn column. <p>AvM queried why there were no volunteer costs allocated and RC informed the Board that volunteer costs were incorporated in the projects budget and will be allocated to the relevant project. In future the Board will be able to assess the costs of each project total item costs (eg volunteers) over a given period.</p> <p>The budget for 2015/16 was approved by the Board.</p>	
6	<p>Paper 4: Sub Group Terms of Reference</p> <p>PA asked for the terms of reference (ToR) could be standardised as the three sub groups (now known as Groups of the Board) had delivered very different documents.</p> <p>RC to produce standardised ToR to be approved by the chairs of the four groups and presented to the July meeting of the Board.</p> <p>It was agreed that in the course of making these revisions RC would ensure:</p> <ul style="list-style-type: none"> • The project group ToR include a distinction on the type of projects - internal or external, and it should be made more obvious that we welcome external suggestions for projects. • The HR group include responsibility for internal concerns and whistleblowing and a focus on development. • The groups be given delegated powers to enable progression of work with appropriate safeguards in place. Any decision to award grants will need formal approval of the full Board. 	RC

	It was agreed that the Planning and Finance group be known as the Strategy, Planning and Finance Group .	
7	<p>Paper 5: Healthwatch Oxfordshire Strategy The Board agreed that:</p> <ul style="list-style-type: none"> ➤ The mission, vision and principal activity statements as set out in the paper did not require further amendment ➤ The strategy should set out: <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 ➤ 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. <p>PA asked the Directors to send any further comments about this document to him by 19/6/15 to inform the next meeting of the Strategy, Planning and Finance Group.</p>	All
8	<p>Paper 6: Annual report</p> <p>RC advised that the report was in the process of being proof read and asked if any of the Directors would like their biography changed they would need to let her know by 27/5/15.</p> <p>JL asked who decides the content of the annual report, RC informed the Board that Healthwatch England produce the template as each local Healthwatch has statutory elements which must be included in the report. RL asked if HWO would explore applying for the Crystal Mark for future annual reports.</p>	

	<p>RL asked if the Board would consider including an article in the annual report on the award won by Luther Street Patient Participation Group.</p> <p>ED advised that the Marketing and Communications Group had considered this request and decided not to include the article in this year's annual report.</p> <p>GDWS congratulated the staff team on producing a very good report which demonstrates an organisation which "gets things done".</p> <p>The annual report as tabled was approved, subject to incorporating proofing amendments already notified to RC by JN-P and ED.</p>	
9	<p>Paper 7: Election of Vice Chair</p> <p>There were two nominations for the role of vice chair and election of the vice chair took place by confidential ballot. With Tracy Rees being duly elected as the vice chair of HWO by 4 votes to 2, with 2 abstentions. Directors not present did not take up the offer of voting via a conference call.</p> <p>JL and AvM left the meeting at 5.45pm</p>	
10	<p>Group Minutes</p> <p>Paper 8: Project Group Minutes</p> <p>The Board noted the minutes of this group and thanked RC for the support she had given to the author of the Restore report.</p> <p>GDWS was concerned that the Hospital Discharge procedure was not freely available to members of the public, RC to raise this at the next Quality Leads meeting.</p> <p>Paper 9: Marketing and Communication Group</p> <p>The minutes were noted by the Board.</p> <p>Confidential item - minutes to be circulated separately.</p> <p>Paper 10: HR Group The minutes were noted by the Board</p> <p>Paper 11: Strategy, Planning and Finance Group Minutes The minutes were noted by the Board.</p>	RC

	RL and CM left the meeting at 6.10pm	
11	<p>AOB</p> <p>GDWS raised the issue of the impact of the Care Act on carer's in Oxfordshire, RC informed the Board that this would be an item for a breakout session at the voluntary sector conference in July with the support of Penny Thewlis from Age UK Oxfordshire.</p> <p>JN-P informed the Board that she had recently attended the Rural Inclusion Café where issues of loneliness had been raised, with over 30k people currently living alone in Oxfordshire.</p> <p>ED informed the Board that some of the current policies needed updating and that he would be looking at the Declaration of Interest policy in the first instance.</p> <p>Dates of Joint Health Overview & Scrutiny Committee meetings:</p> <p>2nd July 2015 17th September 2015 19th November 2015</p> <p>Dates of Health & Wellbeing Board meetings:</p> <p>16th July 2015 5th November 2015</p> <p>Date of next workshop : June 23rd 2015 4-6pm</p> <p>Date of next meeting: 28th July 2015</p> <p>Meeting closed at 6.20pm</p>	