

Healthwatch Oxfordshire Board of Directors

Date of Meeting: 22nd September 2015

Paper No: 1

Title of Presentation: Draft minutes of the Board meeting of 28th July 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:

None

Action Required:

The Board is asked to approve the minutes and note any matters arising.

Author: Carol Ball

Title: Draft Healthwatch Oxfordshire (HWO) Board Meeting Minutes			
Venue: Whichford House		Date: 28/7/15	
Time: 16.00-18.00	Chair: Eddie Duller (ED)		
Minute Taker: Carol Ball (CB)			
Attendees: Board members: Eddie Duller (ED), Jacquie Pearce-Gervis (JP-G), Jane Manley (JM), Jean Nunn-Price (JN-P), Tracey Rees (TR), Geraldine Shepherd (GS), George Smith (GDWS), Richard Lohman (RL) Staff in attendance: Rachel Coney (RC), Carol Ball (CB), Carol Moore (CM)			
Apologies : Dermot Roaf, Rev. Caroline King and Mia van Manen			
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 JP-G declared her role as Chair of Patient Voice and Life Membership of the Nuffield Orthopaedic Centre League of Friends.		
3	Paper 1: Minutes of the meeting held on 26/5/15 Minutes were accepted and agreed as a correct record with two minor grammatical amendments. Proposed by JN-P Seconded by TR Minutes of the Confidential session on 26/5/15 Minutes of the confidential session which dealt with staffing matters were accepted and agreed as a correct record. Proposed by JN-P		

	<p>Seconded by TR</p> <p>Minutes of the Board meeting on 23rd June 2015 Minutes were accepted and agreed as a correct record. Proposed by GDWS Seconded by RL</p> <p>Matters arising</p> <p>RC advised the Board that there was a further update on the Child Sexual Exploitation project in the Chief Executive's report.</p> <p>RC updated the Board on the recruitment of the Communications and Marketing Manager and was pleased to announce an appointment had been made. The Board was asked to confirm the decision of the HR panel, this was agreed. Proposed by GS Seconded by RL</p> <p>RC advised that the Terms of Reference for the Board Groups are not yet finalised and are with the various groups for consideration.</p> <p>GDWS asked the Board to consider whether loneliness was an issue that Healthwatch Oxfordshire Projects Group should progress as a future workstream.</p> <p>Action to progress from the minutes - the HR Group will develop guidance on when it is and is not permissible to use the Director of Healthwatch title.</p>	<p>TR/CM</p> <p>GS</p>
4	<p>Paper 2: CEO's Report</p> <p>Chipping Norton Community Hospital</p> <p>RC updated the Board on a meeting she attended on the 24th July following local concerns about changes to the service at the community hospital. Oxfordshire County Council (OCC), the Action Group, Oxford Health NHS Foundation Trust, The Orders of St John Care Trust, the Clinical Commissioning Group and Healthwatch Oxfordshire met with Witney MP David Cameron to discuss the future of the intermediate care unit at Chipping Norton Community Hospital.</p> <p>Service commissioners and providers have agreed to further discuss the future of the unit to come to a workable solution that is agreeable to all parties concerned.</p>	

	<p>Healthwatch Oxfordshire has also agreed to attend any further meetings as an observer, to ensure transparency and accountability on behalf of the public.</p> <p>Witney Community Hospital</p> <p>RC advised the Board that Oxford Health Foundation Trust announced they were temporarily closing Wenrisc Ward for financial and staffing reasons and that a future refurbishment of the ward is planned. TR emphasised that should there be any consultation on the future of Community Hospitals then Healthwatch Oxfordshire will have a role to ensure that the process is clear and understood by the public.</p> <p>The Big Plan</p> <p>The Big Plan which was drafted by Oxfordshire County Council and Oxfordshire Clinical Commissioning Group, sets out how services for adults with learning disabilities could be provided in Oxfordshire.</p> <p>RC informed the Board that she had written to Oxfordshire County Council to raise questions about the consultation process following concerns raised with Healthwatch Oxfordshire about the said process. Their response is due by the 7th August 2015.</p> <p>TR asked that in the progress report on key pieces of work staff insert dates where appropriate in the risks and mitigating actions section.</p> <p>ED questioned the rationale behind the invitation for RC to join the external review of Oxfordshire Safeguarding Adults Board. RC advised the terms of reference and role description had not yet been shared, however, this was an opportunity for Healthwatch Oxfordshire to gain intelligence to help inform our workplan for the future.</p>	<p>CB/CM/RC</p>
<p>5</p>	<p>Paper 3: Finance Report</p> <p>JN-P commented the layout was really helpful, RC advised that Paul Ader had suggested some amendments to the layout which will be incorporated into next quarter's financial report. GDWS asked the term gross profit be replaced with income and net profit becomes net balance.</p> <p>The finance report was noted by the Board.</p>	<p>CB</p>

6	<p>Paper 4: Board Management Paper</p> <p>The Board agreed the schedule for meeting in public and noted the schedule of the Board Group meetings and workshops. Proposed by ED Seconded by JN-P</p> <p>The Board agreed the process for board meetings in public subject to amendments. Proposed by RL Seconded by JN-P</p> <p>The Board agreed to amend the Articles of Association in relation to the terms of office for Directors. Proposed by JN-P Seconded by TR</p> <p>The Board noted the expenses policy and asked that the dates of the Older Peoples Joint management Group meeting dates are circulated.</p>	<p>CB</p> <p>CB</p> <p>CB</p>
7	<p>Paper 5: Projects and Community Involvement Update.</p> <p>The Board agreed to use the term watchdog to describe its role instead of champion Proposed by TR Seconded by GDWS</p> <p>GDWS asked for the Community Involvement team to be informed that their feedback is very important to the directors.</p> <p>Conference</p> <p>TR congratulated the staff team on organising the Voluntary Sector Conference. RC advised the Board that the next Voluntary Sector Conference is to take place on the 2nd December 2015 and that the quality leads from local organisations will be attending.</p> <p>ED asked if a press release was issued about the event and if the media were invited to attend. RC advised that this could potentially stifle open debate and agreed to canvas the voluntary sector for their thoughts on inviting media to the event in due course.</p>	<p>CM</p> <p>KL</p>

	<p>Dignity in Care</p> <p>TR asked the Board to congratulate the team for the tremendous amount of work that has gone into this project.</p> <p>Child Sexual Exploitation Project</p> <p>CM informed the board that the timeline for this project is in the developmental stages and the likelihood is that this project will be published towards the end of the current financial year.</p> <p>JP-G asked CM to clarify the SEAP (Support, Empower, Advocate and Promote) project.</p> <p>Project Fund Applications</p> <p>The Board agreed that the Project Fund Group be given delegated responsibility to approve the OXPIP project subject to additional information being received. Proposed by TR Seconded by RL</p> <p>Forward Workplan</p> <p>Health Inequalities Commission - the Board agreed to wait until further information is available about this commission before deciding how Healthwatch Oxfordshire will be represented.</p> <p>JN-P asked that the future workplan be developed with both health and social care in mind.</p> <p>Post Inspection Quality Summits</p> <p>Post Inspection Quality Summits provide the opportunity to bring together all the local stakeholders with the trusts and the CQC and go through the report and come up with solutions and improvements together. It was agreed to amend this paragraph of the report to state that “Healthwatch Oxfordshire” will participate in post inspection quality summits.</p> <p>The forward workplan was agreed subject to the amendments above Proposed by RL Seconded by TR</p> <p>The Board agreed to the request that the HR Group consider revisions to the job descriptions of the Project Manager and the Community Involvement Officers.</p>	<p>CM</p> <p>TR</p> <p>RC/ED</p> <p>CM</p> <p>GS</p>
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	Proposed by RL Seconded by TR	
8	<p>Paper 6: Discharge Report</p> <p>JM left the meeting at 6.05pm</p> <p>GDWS asked why a recommendation about Discharge Pathways Plan was not included in the report. RC informed the board that this was not included as there was no question relating to the Discharge Pathway Document in the Hospital Discharge questionnaire. GDWS expressed his disappointment at this.</p> <p>The contents of the report were discussed and RC thanked CM, MS and the team for the phenomenal work put in to producing the report and for its clear recommendations.</p> <p>CM left the meeting at 6.10pm</p> <p>ED asked the Directors to forward any comments on the Hospital Discharge Report to CM. ED advised that the final content editing of this report will sit with Head of the Projects Group (TR) and the author of the report. TR and ED will sign off this report.</p>	TR/ED
9	<p>Paper 7: Project Group Paper</p> <p>The Board noted the contents of this paper</p> <p>Paper 8: Minutes of Strategy, Planning & Finance Group</p> <p>The Board noted the contents of this paper</p>	
10	<p>AOB</p> <p>TR informed the Board that she had been sent a link to the NHSE GP Survey which she will send to CB for dissemination to the Board.</p>	CB
11	<p>Future meetings</p> <p>Dates of Joint Health Overview & Scrutiny Committee meetings</p> <p>17th September 2015 @10am 19th November 2015 @10am</p> <p>Dates of Health & Wellbeing Board meetings</p>	

	<p>5th November 2015 @2pm 3rd March 2016 @2pm</p> <p>Older Peoples Joint Management Group Meetings</p> <p>29th September 2015 @ 2pm</p> <p>Date of next workshop:</p> <p>27th October 2015 @4pm</p> <p>Date of next Healthwatch Oxfordshire Board meeting: 22nd September 2015 at 7-9pm in Banbury Town Hall.</p> <p>http://www.banburytownhall.co.uk/contact-us.html</p> <p>Meeting closed at 6.25pm</p>	
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