


| Title: Final Healthwatch Oxfordshire (HWO) Board Meeting Minutes | |  | |
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| Venue: Rose Hill Community Centre, Carole's Way, Rose Hill, Oxford | | Date: 22/11/16 | |
| Time: 14.00-16.00 | Chair: Eddie Duller OBE (ED) | | |
| Minute Taker: Carol Ball (CB) | | | |
| Attendees: | | | |
| Board members: Eddie Duller OBE (ED), Tracey Rees (TR), George Smith (GDWS), Richard Lohman (RL), Jean Nunn-Price (JNP) | | | |
| Staff in attendance: Rosalind Pearce (RP) Executive Director, Carol Ball (CB) Business Manager, Richard Maynard (RM), Marketing and Communications Manager | | | |
| Members of the public: 3 members of Southern Health NHS Foundation Trust attended this meeting | | | |
| Apologies : Geraldine Shepherd (GS), Rev Caroline King (CK), | | | |
| Agenda item | Notes | | Action |
| 1 | Welcome ED welcomed the Board and received apologies | | |
| 2 | Declarations of interest RL declared his role as an employee of Oxford Health NHS Foundation Trust | | |
| 3 | PAPER 1 It was proposed that the minutes be agreed as a true and accurate record with the exception of item 7, the special resolution. It was agreed that item 7 would be circulated electronically for agreement. Proposed by TR Seconded by GDWS The minutes were unanimously agreed with the exception of item 7. | | CB |

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| | <p>Matters arising</p> <p>Item 3</p> <ul style="list-style-type: none"> ○ HOSC ED advised the Board that he had not received a copy of the letter sent to the ombudsman. ○ Chipping Norton Action Group (CNAG) The information requested had not, to date, been received. ○ OCCG Funding Cuts RP informed the Board that she had not received a response to her initial question and would follow this up with a formal letter. <p>RP asked the Board for guidance on the Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan (BOB STP) Freedom of Information request sent to Oxfordshire Clinical Commissioning Group which was refused on review. The Board agreed that the request should be referred to the Ombudsman.</p> <p>GDWS asked if there had been any follow up to the actions in response to the Healthwatch Oxfordshire Discharge Report, especially around medicines. RP agreed to revisit the correspondence and write to organisations asking for an update. RL queried who deals with pharmacy issues at the OCCG and TR informed the Board that this would be Julie Dandridge.</p> <p>GDWS updated the Board on his meeting with Lily O'Connor of the Oxford University Hospitals Foundation Trust and asked if the Board could be kept updated with the Delayed Transfer of Care Figures.</p> | <p>CB</p> <p>RP</p> <p>CB</p> <p>CB</p> |
| 4 | <p>PAPER 2: Minutes of the Board Workshop of 25th October 2016.</p> <p>GDWS asked if the minutes could be amended to include a log of actions at the end of the document.</p> <p>The minutes were agreed as a true and accurate record. Proposed JN-P Seconded by RL</p> <p>The minutes were unanimously agreed.</p> | <p>CB</p> |

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| 5 | <p>PAPER 3: Executive Directors Report</p> <p>RP informed the Board that the BOB STP draft plan had been made public by Reading. The document did not contain in-depth financial information and concern was raised about the lack of transparency around the STP process. TR informed the Board that the overarching structure was to deliver across three counties however, there appeared to be no local accountability mechanisms in place. The structure has a monitoring group which sits under the BOB STP Executive Committee but there was concern about who will hold the Executive Committee to account.</p> <p>GDWS advised the board about a meeting on the 12th December 2016 about integration of health and social care. He felt that there was little evidence that integration was happening. TR commented that she had heard positive talk about integration.</p> <p>RL asked if the Healthwatch Oxfordshire response to the BOB STP plan could be linked to the Health Inequalities Report.</p> <p>The Board noted the contents of the Executive Director’s report.</p> | |
| 6 | <p>PAPER 4 - Recruitment Strategy</p> <p>The Board discussed the recruitment pack, JN-P felt it was most important that new Directors did not have to have a great knowledge of health and social care but should be strategic thinkers, capable of the role of being a trustee of a charity and the ability to develop skills on health and social care. RL asked if the advert could be rewritten to be short and punchy. RP and ED agreed to do this.</p> <p>The Board agreed to set up a task and finish group to manage the recruitment process, GDWS/ED/TR volunteered to do this.</p> <p>4pm -JN-P left the meeting</p> | RP/ED |
| 5 | <p>Charity Conversion Update</p> <p>The Board were informed that the Charity Commission (CC) had indicated the Articles as submitted contained wording such as “well-being” which in the opinion of the CC were not suitable for a charity. The CC indicated that wording for the charitable purposes of local Healthwatch had been agreed with the Department of Health (DOH) and it was suggested that this wording be used. The Directors agreed to adopt the</p> | CB |

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| | <p>wording as agreed with the DOH and asked CB to circulate the proposed new Articles.</p> <p>The Charity Commission asked for written confirmation that any activities of Healthwatch Oxfordshire in influencing public policy, either locally or nationally, will be wholly directed to supporting the delivery of its charitable purposes and consistent with the scope of their guidance in CC9 which has previously been circulated. CB - to draft for ED to sign.</p> <p>CC requires written confirmation that HWO, despite local authority funding, is truly independent - Tessa Hennessy to draft for ED to sign.</p> <p>The board noted the update</p> | CB |
| 6 | <p>Directors' Update</p> <p>TR informed the Board that the City Patient Participation Group Forum had been unable to recruit a new chair to the job description. It had been calculated that the Chair would need to attend 50+ meetings, and it was felt that the expectation of Oxfordshire Clinical Commissioning group was too high for voluntary role.</p> <p>GDWS had attended the Dignity in Care awards, the event had went well and he was impressed with the standard of entrants and winners. The event was covered by That's Oxfordshire TV, which produced a news item available on YouTube. GDWS agreed to circulate the link to the Directors along with information about the regional carers' event.</p> <p>Meeting closed at 4.10pm</p> | GDWS |
| | <p>Future meetings Date of next Board workshop:</p> <p>10th January 2017 @ 4-6pm</p> <p>Date of next HWO Board meeting:</p> <p>24th January 2017 @ 4-6pm The Parish Hall Sunnyside Benson OX10 6LZ</p> <p>Joint Health Overview & Scrutiny Committee meeting 2nd February 2017 @ 10am 6th April 2017 @ 10am</p> <p>Health & Wellbeing Board meeting 23rd March 2017 @ 2pm</p> | |

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| | <p>13th July 2017 @ 2pm</p> <p>OHFT Board meetings - no times or venue published</p> <p>25th January 2017 22nd February 2017 29th March 2017 26th April 2017</p> <p>OCCG Board meetings</p> <p>26th January 2017, 9-12.45 at Jubilee House. 30th March 2017, 9-12.45pm at John Paul II Centre, Henley House, The Causeway, Bicester.</p> <p>OUHFT Board meetings - start at 10am</p> <p>18th January 2017 8th March 2017</p> | |
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These minutes authenticated by the Chair of the meeting are sufficient evidence of the proceedings.

Signed by:

Chair of the Board

Date: