

## Healthwatch Oxfordshire Board of Directors

**Title of Presentation: paper 1: Minutes of meeting of November 11<sup>th</sup> 2014**

<b>This paper is for</b>	<b>Discussion</b>		<b>Decision</b>	<b>x</b>	<b>Information</b>	
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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**

<b>Title:</b> Healthwatch Oxfordshire Board Meeting Minutes		
<b>Venue:</b> The Kings Centre		<b>Date:</b> 11 / 11 / 14
<b>Time:</b> 13.00 - 16:00	<b>Chair:</b> Jean Nunn-Price (JNP)	
<b>Minute Taker:</b> Carol Ball (CB)		
<b>Attendees:</b> <b>Board members:</b> Vivienne Laurie (VL), Richard Lohman (RL), Jacquie Pearce-Gervis (JP-G), Dermot Roaf (DR) and Jean Nunn-Price  <b>Staff in attendance:</b> Rachel Coney (RC), Carol Ball and Ben Mabbett (BM) (item 5,6)		
<b>Apologies :</b> Johnny Latham		
<b>Agenda item</b>	<b>Notes</b>	<b>Action by</b>
1	JN-P welcomed the Board	
2	<b>Declarations of interest</b> No declarations were made.	
3	<b>Paper 1: Minutes of the meeting held on 14<sup>th</sup> October 2014</b> Minutes agreed as an accurate record <b>Matters arising</b> <b>Item 3</b> DR and RC met with the Chair of HOSC <b>Item 4</b> JP-G asked for an update on Hearsay! RC advised this is with OCC and we are chasing the update weekly.	

	<p><b>Item 6</b> OCC agreed the amended governance and engagement structure would satisfy our funding agreement with them.</p> <p><b>Item 7</b> RC informed the Board that there had been a good response to date</p> <p><b>Item 9</b> RC advised the Board that the Care Quality Commission had asked for our help in training their inspectors</p>	
4	<p><b>Paper 2: CEO's Report</b></p> <p>The board noted the contents of the CEO's report and progress on key pieces of work. DR commented that one of the volunteers had heard the CEO on the local radio and was very impressed.</p> <p>RC informed the Board that she will be meeting with BBC Radio Oxford to discuss their planned NHS week. One item is the integration of health and social care and the BBC team will be attending an event at Abingdon on Monday 17.11.14 with the HWO team.</p> <p>The Board agreed to adopt Option 2</p> <p><b>Oral Update from the Chair</b></p> <p><b>Rural Inclusion Group - (now renamed Rural issues Café)</b> Concern was raised about eligibility for patient transport and consideration could be given to a user group project around this subject.</p> <p><b>CQC - GP Inspections</b> - post inspection information sharing session, update from inspectors on outcomes to date. CQC would like HWO to send Nicola Cliffe a copy of the Luther Street patient participation group structure.</p> <p><b>Round Table in London</b> - this event was about the better care Fund as a means of integrating Health and Social Care. Discussion included how Health and Wellbeing Boards can be seen as more independent from local government.</p> <p><b>PIN Update</b> - discussion with RC and the PIN about its future role, RC to circulate proposal about the future of the PIN to the Board and to OCC which will include financial considerations.</p> <p>VL queried if PIN reps will be paid, JN-P reiterated that all HWO volunteers are unpaid and that RC had clearly explained this to the PIN reps.</p>	<p>RL</p> <p>RC</p>

5	<p><b>Paper 3: 360° degree stakeholder survey</b></p> <p>BM presented his paper to the Board, RL commented it was an excellent paper and he was very impressed. It was suggested that question 2 should be followed by a description about HWO and its work.</p> <p>JP-G was unsure that the name was clear and may be confused with 38° and it was decided to rename the survey.</p> <p>RC informed the Board that organisations which have received funding from the HWO Project Fund will be sent a copy of the survey with additional questions asking their views on the project fund and its process.</p> <p>RL - asked to add OxHOP as a partner organisation and the Asian Women's Group.</p> <p>RC - the survey will go on the website and the deadline for any requests for changes to BM is 14/11/14.</p> <p><b>All actions were agreed</b></p>	<p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p>
6	<p><b>Paper 4: Communications Strategy Update</b></p> <p><b>Actions 1.8/1.9 were agreed</b></p>	<p>BM</p>
7	<p><b>Paper 5: Board meeting arrangements</b></p> <p><b>Timing</b>  VL advised that evening meetings were impossible at this time of year. JP-G agreed, stating that this is not the time to be making changes and that this matter be reconsidered once the Board recruitment has been finalised. JN-P agreed that the meeting time has to suit the whole Board and DR proposed that meetings on different days and times be brought back for future consideration.</p> <p>It was agreed to postpone a decision until new Directors had been identified and then to arrange Board meetings at times that suited the majority of the whole group</p> <p><b>Frequency</b>  A move to monthly meetings was agreed, month 1 will be a full Board meeting and month 2 would accommodate a Board development session. The next full Board meeting will therefore not be until January, and a date will be confirmed once we have identified new Directors and can canvas a date that suits everyone.</p> <p>RC proposed using the 9<sup>th</sup> December to interview potential recruits to the Board and DR indicated he would be</p>	<p>RC</p>

	<p>unavailable.</p> <p>JN-P advised that the full Board will need to ratify the Recruitment Panel’s decisions and that the January date will need to include time for everyone to socialise and get to know each other.</p> <p>DR raised the issue of Board induction and RC said work was needed to give some thought to an induction programme. JP-G asked when the <b>new Chair will take over</b> and RC informed the Board that the new Chair would take over from the point of ratification of their appointment at the January meeting - so his/her first meeting as Chair would be the Board development session in February. <b>The Board Recruitment sub-group will need to meet again to discuss Board induction in more detail.</b></p> <p><b>Proposals 1, 2, 4 and 5 were agreed.</b>  <b>Proposal 3 will be brought back for future consideration</b></p>	RC/EN
8	<p><b>Paper 6: Changes to the Articles of EASI Healthwatch CIC</b></p> <p>It was agreed that <b>EASI Healthwatch CIC will in future be known as Healthwatch Oxfordshire</b> and that this change along with the new address will be <b>notified to Companies House</b>. The effective date of this change will be determined by the date of the office move.</p> <p><b>RL raised a concern about Committees and specifically article 12, querying if two directors (quorum) can make decisions and not include the whole Board? RC advised that in the context of the complete articles it is clear that it is the Board.</b></p> <p>DR enquired about the <b>asset lock</b> and <b>JN-P advised that if the Company was wound up the assets would be transferred to another organisation. This is currently Oxfordshire Rural Community Council, JN-P asked the Board to note that this may need to be reconsidered at a later date.</b></p> <p><b>Director’s remuneration: it was agreed that the Articles will remain as they are with an addendum to state “that the current Directors have agreed that they will not be paid under any circumstances”. JP-G raised a concern that future Directors may exercise these rights, JN-P reiterated that the policy of the Board of Directors is not to exercise these rights</b></p> <p>The proposal to remain a small form CIC was agreed</p> <p>The proposal to leave the AGM unspecified was agreed</p>	EN

	<p>The <b>Board agreed that RC</b> should seek <b>advice on tax liability</b>, VL asked if she would also check if monies can be carried over into the next financial year</p> <p>The Board <b>confirmed</b> the attendance of RC on a <b>Company Secretary Course</b> (20.1.15)</p>	<p>RC</p> <p>RC</p>
9	<p><b>Paper 7: Dignity in Care Project</b></p> <p>JN-P commented this was a <b>well written proposal</b>, RL agreed stating it was an <b>important</b> piece of work which would <b>link in well</b> with <b>Healthwatch England</b> work.</p> <p>The Board <b>approved</b> the <b>project proposal</b></p>	
10	<p><b>Paper 8: OxNA Report</b></p> <p><b>All actions</b> were <b>agreed</b> with the <b>proviso</b> that the report is <b>sent out</b> on the 14<sup>th</sup> November clearly labelled as a <b>draft</b>. JN-P proposed that page numbers and some minor proof reading error were corrected. Directors were asked to submit comments/edits by December 1st</p>	EN
11	<p><b>Paper 9: Confidential Session</b></p> <p>The staff consultation paper was approved for discussion with the staff team without amendment.</p>	
12	AOB	

EN - Emma Nawrocki