

## Healthwatch Oxfordshire Board of Directors

Date of Meeting: October 14 <sup>th</sup> 2014	Paper No: 1
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Title of Presentation: Minutes of Board meeting of August 26 <sup>th</sup> 2014
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This paper is for	Discussion		Decision	x	Information	
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<p>Purpose and Executive Summary (if paper longer than 3 pages):</p> <p>Minutes of August 26<sup>th</sup> 2014 Board meeting for approval</p>
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<p>Financial Implications of Paper:</p> <p>None</p>
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<p>Action Required:</p> <p>To agree these minutes as a fair record of the August meeting, and to note any matters arising not on the agenda.</p>
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<p>Author:</p> <p>Carol Ball</p>
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<b>Title:</b> Healthwatch Oxfordshire Board Meeting Minutes			
<b>Venue:</b> The Kings Centre		<b>Date:</b> 26 / 8 / 14	
<b>Time:</b> 13.00 - 16:00	<b>Chair:</b> Jean Nunn-Price		
<b>Minute Taker:</b> Carol Ball (CB)			
<b>Attendees:</b> <b>Board members:</b> Vivienne Laurie (VL), Richard Lohman (RL), Jacque Pearce-Gervis (JPG), Dermot Roaf (DR) and Jean Nunn-Price  <b>Staff in attendance:</b> Rachel Coney and Carol Ball			
<b>Apologies :</b> none			
Agenda item	Notes	Action by	
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 8 July 2014</b>  <b>Item 1:</b> DR proposed the following amendment <i>“The Board considered that Healthwatch Oxfordshire should have a non-voting seat on this committee”</i> .  <b>Matters arising</b>  <b>Item 1: HOSC-</b> a meeting is in the diary with the Chair of HOSC, DR agreed to accompany RC. <b>Item 3: Board training</b> - the skills analysis for the Board has now been handed to RC. The Board Recruitment Subgroup will take on this responsibility. <b>Item 4: Healthwatch Hub</b> - the Board would like to be able to access this resource and would like to request Healthwatch England provide additional licences.	<b>BM</b>	

	<p><b>Item 4: OUHT AGM</b> - the event has reached the maximum capacity for stands and is unable to agree our request for a stand. RC to take forward with OUHT.</p> <p><b>Item 4: Business Cards</b> - costing to be provided to the Board at the next meeting for the provision of personalised cards for all Directors along with an update on the date when the Board can expect to receive their ID badges.</p> <p><b>Item 10: Older Peoples Joint Management Group</b> -JN-P to clarify the role of Healthwatch Oxfordshire on this group.</p> <p><b>Paper 1A</b> The minutes of the Project grant meeting from the 24th July 2014 were ratified.</p>	<p>RC</p> <p>BM</p> <p>JN-P</p>
4	<p><b>Paper 2: CEO's Report</b></p> <p><b>RC presented her report</b> to the Board which approved the format. DR commented that as there is a small staff team he would expect a high level of information sharing to ensure everyone is reasonably up to date with the status of internal projects. <b>RC informed the Board</b> that we are now using a <b>project plan</b> which is regularly updated.</p> <p>RC advised that work streams are colour coded and directed them to the <b>Relatives and Residents Group</b> project. There has been <b>difficulty moving</b> this project forward. RL commented that HWO should be creating a toolkit and not creating and supporting groups. RC will meet with AE to <b>evaluate this project</b> and possibly link it to the Dignity in Care.</p> <p><b>DR note that Enter and View</b> had been used in Care Homes under the LINK and asked to join the training being provided by one of our Healthwatch partners.</p> <p><b>VL requested</b> that any letters sent as a result of Project Fund activity be copied to her.</p>	<p>RC/AE</p> <p>CB</p> <p>EN</p>
5	<p><b>Paper 3: Finance Report</b></p> <p><b>VL requested</b> that the <b>budget codes are broken down</b> to accurately reflect the project and the community events fund. RC informed the Board that the staff would be looking at creating alternative codes and sub codes.</p> <p><b>RL asked</b> if all the <b>staff have mobile phones</b> as they are out and about in the community, RC will check this at the staff 121's.</p> <p><b>VL asked for a breakdown</b> of the costs of the time spent by <b>Firebird on the project fund</b>.</p>	<p>RC</p> <p>RC</p>

	<p>The proposed adjustments to the budget were agreed in principle pending the confidential session covering 2.1. i The Board agreed to receive the accounts as proposed.</p>	RC
6	<p><b>Paper 4: Board and Staff Roles and Responsibilities</b></p> <p>RL was nominated and agreed to join the Project Fund Working Group. AD to be asked to draft the terms of reference for this group</p> <p>DR was nominated to join the Board Recruitment Group; RC will set up the initial meeting of this group.</p> <p>DR was nominated and agreed to join the Constitution and Governance Working Group.</p> <p>DR agreed to be the Board cover as Safeguarding Lead. JP-G agreed to lead on carers RL agreed to be the Board contact for social care.</p> <p><b>No further sub committees to be established at this stage, given the size of the Board.</b> RC will flag all risks to the Board on a monthly basis and will bring finance report to every other meeting Audit - RC to clarify with Helen Sandhu the independent audit (or other assessment) of HWO accounts. RC advised the auditors are Wenn Townsend and agreed to speak to Helen to clarify what was required.</p> <p>VL raised a concern about checks and balances, RC informed the Board that she will be having regular 121's with the Chair and that there needed to be a balance between board authorisation and operational matters without stifling the staff team.</p> <p>All actions in paper 4 were agreed</p>	<p>AD</p> <p>RC</p> <p>RC</p> <p>RC</p> <p>RC</p>
7	<p><b>Paper 5: Premises</b></p> <p>RC informed the Board that concerns about a proposed move into Oxford had been raised by three members of staff. RL asked if remuneration to cover the additional travel costs had been considered. This was deferred until the confidential session.</p> <p>VL was concerned that without a formal agreement for vacating the premises HWO may end up with the lease for Jericho Farm by default. RC to check the legal status.</p> <p>RC to investigate with NHS Property Services any vacant properties which they may be prepared to rent to HWO at</p>	<p>RC</p> <p>RC</p>

	<p>a reasonable rate.</p> <p>ORCC have asked for three months' notice if HWO decide to end the financial services contract. The Board agreed this.</p> <p><b>Actions in paper 5 agreed pending the confidential session</b></p>	
8	<p><b>Paper 6: Forward Work Programme</b></p> <p>RL and JP-G declared an interest in the Discharge Process.</p> <p>VL asked how the work programme will be taken forward; RC advised that if the Board agree the programme then it would be an operational issue on how to take the programme forward, but some further employment of freelance staff was likely to be necessary.</p> <p>RL asked <b>why prison healthcare</b> was on the programme and RC advised this was because of <b>concerns raised</b>. VL felt that there should be more <b>work conducted</b> into the <b>treatment of veterans</b> who appear not to be being treated fairly despite government promises.</p> <p>RC asked the Board to consider if a <b>future work programme (15/16)</b> could include:</p> <ul style="list-style-type: none"> <li>• Access to Mental Health Services</li> <li>• Children and Young people</li> <li>• Support available to veterans</li> </ul> <p>RL asked how HWO are ensuring that the voice of people is heard when deciding future projects.</p> <p>RC informed the Board that it was important to drive up the volume of traffic coming in to the office, and that a campaign to this end needed to take place through the autumn. BM was in the process of developing a mechanism for capturing and analysing the data to enable us to evidence that the public are informing decision making.</p>	RC/BM
9	<p><b>Paper 7: Confidential paper</b></p> <p><b>See separate confidential minutes.</b></p>	
10	<p><b>AOB</b></p> <p>RL informed the Board that Ben Threadgold of OCC had attended a recent Board training session and had been asked if OCC had measured the impact of their decision to withdraw the Social Fund in Oxfordshire. RL advised that there was no longer a safety net for vulnerable people who had found themselves in financial hardship. Ben had</p>	RC

	agreed to discuss HWO concerns with the relevant person. RC agreed to follow this up.	
	<b>Date of next meeting</b> The Board agreed that both September sessions would be used for Board development, with the next formal board meeting being held on October 14 <sup>th</sup>	