

Healthwatch Oxfordshire Board of Directors

Paper 1

Minutes of meeting of January 8th 2015

This paper is for	Discussion		Decision	x	Information	
--------------------------	-------------------	--	-----------------	----------	--------------------	--

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 Board Meeting Minutes			
Venue: ORCC Conference Room		Date: 8/1/15	
Time: 10.00-11.30	Chair: Jean Nunn-Price (JNP)		
Minute Taker: Carol Ball (CB)			
Attendees: Board members: Vivienne Laurie (VL), Jacquie Pearce-Gervis (JP-G), Dermot Roaf (DR) and Jean Nunn-Price Staff in attendance: Rachel Coney (RC), Carol Ball (CB)			
Apologies : Johnny Latham and Richard Lohman			
Agenda item	Notes		Action by
1	JN-P welcomed the Board		
2	Declarations of interest JP-G declared her role as the Chair of Patient Voice		
3	Paper 1: Minutes of the meeting held on 11/11/14 Minutes agreed as an accurate record Matters arising Item 8 DR asked for an update on how the office move and new address is being communicated . RC advised that BM is implementing a campaign which has started with the inclusion of the new address in the December issue of the quarterly newsletter. The Board were advised that IT and phone lines would be down for up to two days. However, we will still be contactable by mobile and e-mail through remote access. VL asked if we could have a message put on the phone advising callers during the move. CB to explore.		CB

4	<p>Paper 2: CEO's Report</p> <p>The board noted the contents of the CEO's report and progress on key pieces of work. DR requested that papers are sent out earlier to ensure that Directors had adequate time to digest the information. RC apologised to the Board and explained this was due to a number of mitigating factors and the Xmas holiday, RC assured the Board that normal service will resume for the next meeting. JP-G requested that in future all minutes from meetings are circulated within 14 days of the meeting date. This was agreed by the Board.</p> <p>Item 3 360 Degree Survey - RC advised the Board that there was a good response rate to this survey and that a Communications Plan is in place to address the key issues raised by the results. The Board agreed that the staff team should be congratulated on the results of this survey.</p> <p>Item 4.4 The Board would like to thank Oxfordshire Rural Community Council for their support during Healthwatch Oxfordshire's first year, special thanks to Molly Tonks and Helen Sandhu.</p> <p>Item 5 New premises -The Board requested that the Healthwatch Oxfordshire website is updated to include a map of the new office location, opening hours, bus routes and car/bicycle parking availability.</p> <p>Item 6 PR -the Board requested that they are sent a copy of all press releases for information purposes only at the point of publication and that all requests from the media will be managed by Firebird as currently happens. JN-P would like to check the recent reports posted on the website for grammatical inaccuracy.</p> <p>Item 8 Forward Workplan Discharge Project - DR asked for an update on this project. RC advised the Board that Patient Voice has decided not to attend steering group meetings. Patient Voice representatives who have undergone Enter and View training will continue to take part in the project as agreed. The Steering Group will be meeting on Tuesday 13th January to agree the next steps. JP-G asked that it be noted that Patient Voice wished HWO the best of luck in the Project.</p>	<p>CB/RC</p> <p>CB</p> <p>BM/RC</p> <p>CB</p> <p>BM</p> <p>JN-P/EN</p>
---	---	--

	<p>Dignity in Care - RC updated the Board on the work undertaken by the project manager to date and how the work of the Hospital Discharge Project will be used to inform and continuously develop the Healthwatch Oxfordshire Enter and View function and partnership working.</p> <p>It was noted that the next meeting of the Project Fund Steering Group will now be held on 27th January 2015</p> <p>Outcomes and Impact Report RC informed the Board that these reports are with the providers for comment until 12th January. The reports will be presented at Joint Health Overview Scrutiny Committee (JHOSC) and the Health and Wellbeing Board (HWBB). The Board was asked to give some consideration as to the interest that this piece of work may generate and how Healthwatch Oxfordshire handles this. CB offered to circulate the draft reports to the Board for information purposes only.</p> <p>JP-G asked when the JHOSC meeting was and it was agreed that the dates would be circulated to the Board for information purposes.</p> <p>Oral Update from the Chair</p> <p>JN-P had kept the Board informed by e-mail about developments since the last meeting, which were mainly confidential staffing matters. There was nothing new to report.</p>	<p>All</p> <p>CB</p> <p>CB</p> <p>JN-P</p>
5	<p>Paper 3: Appointment of new Chair and Directors</p> <p>JN-P proposed that the Board agreed to endorse the recruitments panel's recommendations, but with new Directors not assuming legal liability until the next meeting of the Board on march 23rd 2015. This meeting will also formally elect the new Chair.</p> <p>DR-seconded this motion and the decision was carried unanimously. RC will contact the Directors Elect informing them of the Boards decision and commence the induction process. JN-P or DR agreed to attend the Directors Elect induction sessions, RC to confirm dates with JN-P and DR.</p> <p>The CEO is authorised by the Board to include the Directors Elect in any processes or meetings as observers only, with the exception of the recruitment process where the Directors Elect will be invited to contribute.</p>	<p>RC</p> <p>RC</p> <p>RC/JN-P ED</p> <p>CB</p>

	<p>JN-P will start the next Board meeting as Chair and will agree the agenda and handover timing with the incoming Chair and the CEO.</p> <p>JN-P requested that the minutes of this meeting are shared with the Directors Elect and she thanked VL for the work she has carried out in recruiting new Directors. VL thanked the staff team for their support.</p> <p>JP-G asked if the Directors Elect would agree to share their e-mail and contact telephone numbers with the Board. RC will clarify this and update the Board.</p>	RC
6	<p>AOB</p> <p>Staff recruitment -RC informed the Board that the closing date for applications to the two advertised vacancies is the 3/2/15. It was agreed by the Board that the interview panels would be made up as follows: CEO, 2 Directors (JN-P and VL) and two Directors Elect. RC to check availability and confirm dates. DR agreed to stand in should either VL or JN-P be unavailable for any reason.</p> <p>CB asked the Directors which of them wished to carry out Enter and View activity. JN-P, DR, VL and JP-G agreed that they wish to do this; however, JP-G will not have capacity to do enter and view for the Discharge project because of other time commitments.</p>	RC
7	<p>Date of next meeting: 23rd March 2015</p> <p>Dates of JHOSC meetings:</p> <p>5th February 2015 23rd April 2015 2nd July 2015 17th September 2015 19th November 2015</p> <p>Dates of HWBB meetings:</p> <p>5th March 2015 16th July 2015 5th November 2015</p>	

EN - Emma Nawrocki, ED - Eddie Duller, BM - Ben Mabbett