

Healthwatch Oxfordshire Board of Directors

Date of Meeting: November 11 th 2014	Paper No: 5
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Title of Presentation: Board meeting arrangements

This paper is for	Discussion		Decision	x	Information	
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Purpose and Executive Summary (if paper longer than 3 pages):

Financial Implications of Paper:

<p>Action Required:</p> <p>To approve proposals to:</p> <ul style="list-style-type: none"> • Move Board meetings to every other month starting immediately - i.e. next meeting to be held in January • Hold Board workshops in the alternate months - i.e. next Board workshop in February • Move Board meetings to a 6.30pm start • Postpone the first meeting in public until we have completed Board recruitment - i.e. probably not until March • Hold that meeting in Banbury and thereafter hold Board meetings in different venues around the County
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1. Background

1.1 The HWO Board has been meeting every two weeks. On the second Tuesday of every month the Board has held a full Board meeting, and on the fourth Tuesday of every month it has held Board development or workshop sessions. Meetings have started at 1pm and run until 4pm.

1.2 The Board intends to hold meetings in public in the future, with the date for the first of these provisionally confirmed for December 9th. This date was agreed in principle, with the proviso that no final decision would be taken until this November meeting.

2. Meeting timings and frequency

2.1 A number of issues have been raised about the viability of continuing with this fortnightly pattern of daytime meetings:

- a) The timing and frequency of meetings means that people who are working full time and/or who do not have flexible working arrangements cannot join the Board.
- b) The timing of meetings means that people who are working cannot attend meetings in public, when these get underway.
- c) The frequency of meetings means that a disproportionate amount of the Chief Exec's time is spent preparing papers - this currently occupies about $\frac{1}{4}$ of her time.
- d) The need to move to less frequent, evening meetings was recognised in the drafting of the Board Recruitment Pack and it indicates our intention to reduce frequency and change timings.

3. Meeting in public

3.1 The press are still interested in the governance of HWO, and are highly likely to attend any meeting we hold in public. In order to manage our reputation we need to be 100% confident that a meeting held in public will enhance our reputation as we are likely to be mid-way through our first 360 degree stakeholder survey in December.

4. Recommendations

4.1 With immediate effect move to formal Board meetings every two months with a start time of 7 30pm.

4.2 With immediate effect, alternate these formal meetings with Board workshops to be held once a month, with a start time of 7 30pm.

4.3 Board members to agree an evening which suits current members. If meetings remain on a Tuesday then this would make our next formal meeting the second Tuesday in January, which is the 13th, and the next Board workshop the second Tuesday in February, which is the 10th.

4.4 Use the time set aside for a Board workshop on November 25th for 1 Director to interview freelancers with the Chief Exec.

4.5 Use the time set aside for the next formal Board meeting on December 9th, to interview potential Directors (assuming other panellists can make this date).

4.6 Aim to hold the first AGM and first meeting in public, with the full new Board, on March 10th 2015 - venue tbc but probably the Ramsey Treatment Centre in Banbury if it is available.

4.7 Thereafter hold all formal Board meetings in public, and move the venue around the county so that during the course of a year meetings are held once in:

- Henley
- Faringdon
- Banbury
- Witney
- Bicester
- Oxford