

Health Innovation Oxford & Thames Valley

Community Involvement and Workforce Innovation

Oversight Board Meeting Minutes

Date: Thursday 21st March 2024, 09:00 – 10:15

Venue: Virtual via Microsoft Teams

GROUP MEMBERSHIP		
Names, Organisations & Roles		Present/ Apologies/ Not Present
Co-Chairs		
Minoo Irani	Medical Director, Berkshire Healthcare NHS Trust	Present
Karen Owen	Peer Support & Volunteer Co-ordinator, HealthMakers	Apologies
Oxford AHSN		
Gary Ford	Chief Executive	Apologies
Siân Rees	Director of Community Involvement & Workforce Innovation	Apologies
Lisa-Anne Dallas	Executive Assistant & Project Support Officer, Community Involvement & Workforce Innovation (Minute Taker)	Present
Katie Lean	Senior Programme Manager, Workforce Innovation	Present
Public Members		
Karen Swaffield	Public Member, Berkshire	Present
Dianna Moylan	Public Member, Milton Keynes	Apologies
NHS England		
Emma Wilton	Workforce Education Transformation System Lead	Present
Healthwatch		
Veronica Barry	Executive Director, Oxfordshire Healthwatch	Apologies
Leadership Academy		
TBC	Primary Care Programme Manager – was Beth Hill	N/A
Research		
TBC	Director of Research Development, Royal Berkshire NHS Foundation Trust – was Atul Kapila	N/A
Jennifer Wild	Associate Professor & NIHR Oxford Health BRC Senior Fellow	Not Present
BOB ICS		
TBC	People Lead for BOB - was James Scott	N/A
Catherine Mountford	Director of Governance	Apologies
Frimley ICS		
Jane Hogg	Transformation Director	Apologies
BOB ICS – Trusts		
Karen Bonner	Director of Nursing, Buckinghamshire Healthcare NHS Trust	Apologies, attended by Jose Facultad
Public Health		
TBC	Public Health Lead - was Angela Baker	N/A
NHS England & Improvement		
TBC	National Clinical Director for Cardiovascular Disease Prevention – was Shahed Ahmad	N/A
BOB - Community, Voluntary & Social Enterprise		
Stephen Barnett	Partnerships Manager	Apologies
Local Authority - Royal Borough of Windsor and Maidenhead		
TBC	Director of Statutory Services and Deputy DASS – was Helen Sargeant Dar	N/A

MINUTES FROM MEETING

<p>Agenda Item 1</p> <p><u>Welcome, Apologies & Introductions</u></p> <ul style="list-style-type: none"> New member - Emma Wilton Apologies - Gary Ford, Sian Rees, Karen Owen, Dianna Moylan, Veronica Barry, Catherine Mountford, Stephen Barnett <p><u>Minutes from December 2023 meeting</u></p> <ul style="list-style-type: none"> Group agreed these were a fair representation of discussions at the December meeting. They will be uploaded to the Health Innovation Oxford & Thames Valley website. Section on Workforce Innovation to go on Oxford & Thames Valley website (awaiting sign off from Sian). 		<p>LW</p> <p>KL</p>
<p>Agenda Item 2</p> <p><u>CIWI Annual Review</u></p> <ul style="list-style-type: none"> Katie Lean presented a CIWI Overview of 2023 (see separate attachment for slides) including: <ul style="list-style-type: none"> CIWI team introduction for new member, Emma Wilton Review of projects Grants awarded and co-applications Highlights for CIWI such as Public Partner Appreciation Day in October 2023 Recruitment of an EDI Panel (Equality, Diversity & Inclusion) to support our work Development of Health & Wellbeing Leads in the workforce 2025 meetings to be scheduled for April, July, November (staggered 1 month forward) to allow for 2024 overview/annual review at the end of the financial year. Question regarding dissemination of final project reports – all projects have a comms plan and are uploaded on our website where appropriate. Emma Wilton’s team are working on service improvement to support Ufonia as requested by NHS England. Emma has requested access to the final reports and has offered to assist disseminating the findings via contacts at the 6 ICSs across the South East. 		<p>ALL</p> <p>L-AD</p> <p>LW</p> <p>KL</p>
<p>Agenda Item 3</p> <p><u>CIWI Oversight Group going forward</u></p> <ul style="list-style-type: none"> Suggestion for the next meeting to look at what we intend to achieve for the remainder of 2024 and into 2025. CIWI are reviewing the Oversight Group Membership and Terms of Reference – some members have left their posts. Recruiting by vocation and geographical area (see separate attachment for slides). CIWI are actively recruiting a replacement co-chair for Karen Owen (applications close on 22nd April). CIWI will distribute the job description and application details to the group for sharing. The group would like to express their gratitude to Karen for all work and input provided to the group. CIWI “Short” Report which was emailed to the group – feedback welcome. Introducing case studies with people working with us – ideas and case studies are welcome whether it be workforce, communities, patients etc. Please advise if you would like to bring a 		<p>KL / L-AD</p> <p>NOTE</p> <p>ALL</p> <p>KO</p> <p>ALL</p> <p>ALL</p>

<p>colleague to present.</p> <ul style="list-style-type: none"> • Question to propose to the group from KS – “How do we get information to those people who don’t know they want/need it yet?”. Group to think about this. • Emma advised a Workforce Delivery Group with each of the 6 People Officers from the 6 ICBs across the South East has recently been established (within the Workforce and Education Directorate). The purpose of the group is to support delivery of the Long Term Workforce Plan across the South East. Katie to provide Emma with a workforce specific report to send to the group. • Karen requested to be kept informed regarding PPI involvement of the Workforce Delivery Group as it develops. 	<p>ALL</p> <p>KL</p> <p>EW</p>
<p>Agenda Item 4</p> <p><u>Events – RSM and Health Innovation Network</u></p> <ul style="list-style-type: none"> • Sian is President of the Medicine & Society section at the Royal Society of Medicine (RSM). Sian is co-hosting an event on 16th April. Please share the details with those who may be interested: Can we futureproof the health and care workforce? (rsm.ac.uk) 	<p>ALL</p>
<p>Agenda Item 5</p> <p><u>AOB & Close</u></p> <ul style="list-style-type: none"> • The introduction of case studies would be interesting. Please share ideas. • Plan for 2024/25 to be included at the next meeting. • Interest in discussing dissemination at the next meeting. • Link with Emma on project overlap. 	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>KL</p>

Future 2024 Meeting Dates:

Thursday 6th June, 10:30 – 11:45
Wednesday 23rd October, 10:00 – 11:15