

# Health Innovation Oxford & Thames Valley

## Community Involvement and Workforce Innovation

### Oversight Board Meeting Minutes

**Date:** Thursday 6<sup>th</sup> June 2024, 10:30 – 11:15

**Venue:** Virtual via Microsoft Teams

| GROUP MEMBERSHIP  |  |            |
|---|--|------------|
|   |  | Attendance |
| <b>Co-Chairs</b>  |  |            |
| Minoo Irani   | Medical Director, Berkshire Healthcare NHS Trust   | Attended   |
| Debbie Seago  | CIWI Oversight Co-Chair & Public Partner, HIOTV  | Attended   |
| <b>Public Members</b>   |  |            |
| Karen Swaffield   | Public Member, Berkshire   | Attended   |
| Dianna Moylan   | Public Member, Milton Keynes   | Attended   |
| <b>Buckinghamshire, Oxfordshire, and Berkshire (BOB) Integrated Care System</b> |  |            |
| Catherine Mountford   | Director of Governance   | Attended   |
| Karen Bonner  | Director of Nursing, Buckinghamshire Healthcare NHS Trust  |            |
| <b>Frimley Integrated Care System</b>   |  |            |
| Jane Hogg   | Transformation Director, Frimley Integrated Care Board   | Apologies  |
| Position to be filled   |  |            |
| <b>Healthwatch</b>  |  |            |
| Veronica Barry  | Executive Director, Oxfordshire Healthwatch  |            |
| Position to be filled   |  |            |
| <b>BOB - Community, Voluntary &amp; Social Enterprise</b>                       |  |            |
| Stephen Barnett   | Partnerships Manager, BOB VCSE Alliance  | Apologies  |
| <b>Public Health</b>  |  |            |
| Position to be filled   |  |            |
| <b>Local Authority</b>  |  |            |
| Helen Sargeant-Dar  | Director of Statutory Services and Deputy DASS, Royal Borough of Windsor, and Maidenhead                   |            |
| <b>NHS England</b>  |  |            |
| Emma Wilton   | Workforce Education Transformation System Lead   | Attended   |
| <b>Research</b>   |  |            |
| Position to be filled   |  |            |
| <b>Health Innovation Oxford &amp; Thames Valley (HIOTV)</b>                     |  |            |
| Gary Ford   | Chief Executive  | Apologies  |
| Paul Durrands   | Chief Operating Officer  | Attended   |
| Siân Rees   | Director of Community Involvement & Workforce Innovation   | Apologies  |
| Lisa-Anne Dallas  | Executive Assistant & Project Support Officer, Community Involvement & Workforce Innovation (Minute Taker) | Attended   |
| Katie Lean  | Senior Programme Manager, Workforce Innovation   | Attended   |

## MINUTES FROM MEETING

|  |                                |
|--|--------------------------------|
| <p><b>Agenda Item 1</b></p> <p><u>Minutes from March 2024 meeting</u></p> <ul style="list-style-type: none"> <li>Group agreed these were a fair representation of discussions at the March meeting. They will be uploaded to the Health Innovation Oxford &amp; Thames Valley website.</li> </ul>  | LW                             |
| <p><b>Agenda Item 2</b></p> <p><u>Welcome to Debbie Seago</u></p> <ul style="list-style-type: none"> <li>New co-chair for the CIWI Oversight Group (replacing Karen Owen) and public partner for Health Innovation Oxford &amp; Thames Valley.</li> </ul>  |                                |
| <p><b>Agenda Item 3</b></p> <p><u>CIWI Oversight Group going forward</u></p> <ul style="list-style-type: none"> <li>Katie Lean presented the 'Quarter 1, 2024 Short Report' to the group.</li> <li>Katie Lean presented slides 'Looking Forward 2024/2025' to the group.</li> <li>Katie Lean advised Sian Rees is on sick leave - expected back mid-June 24. Sian and Katie will discuss the vacant membership positions for the group upon her return. Emma emphasised the importance of linking with system partners as the information shared in the meetings is valuable insight to ensure joined up thinking.</li> </ul>  | SR/KL                          |
| <p><b>Agenda Item 4</b></p> <p><u>Discussion on the Presentation, Short report</u></p> <ul style="list-style-type: none"> <li>Paul Durrands and the Oversight Group commended the CIWI team's hard work over the past few months particularly in CIWI Director (Sian Rees) absence.</li> <li>Question regarding the CIWI team's workload going forward – current and future commitments. Confirmed actively working with industry partners and pursuing other grants to ensure the pipeline remains healthy. Contracting work out where team capacity is overly stretched.</li> <li>The Health Innovation Network has recently conducted a network wide (all 15 HINs) 'Patient Involvement Survey' which revealed variation and difference in resources being used. <a href="https://www.healthinnovationoxford.org/news-and-events/events/partnerships-for-impact-advancing-healthcare-and-economic-growth-through-digital-health-collaborations/">https://www.healthinnovationoxford.org/news-and-events/events/partnerships-for-impact-advancing-healthcare-and-economic-growth-through-digital-health-collaborations/</a></li> </ul> |                                |
| <p><b>Agenda Item 5</b></p> <p><u>AOB &amp; Close</u></p> <ul style="list-style-type: none"> <li>Request for case studies (however small) to bring to the group whether it be stakeholder, patients etc. Catherine suggesting discussing the resident stories from the BOB ICB Board. Catherine to pick up with Katie before the next meeting.</li> <li>Question regarding how HINs ensure good practice, sharing and learning across the network and/or their subgroups for consistency. Consider this topic for the next meeting and perhaps share some of the findings from Patient Involvement Survey mentioned in agenda point 4 or other PPIE work across HIOTV.</li> </ul>  | <p>ALL<br/>KL/CM</p> <p>KL</p> |

**Next Meeting - Wednesday 23rd October, 10:00 – 11:15**