



Date: Wednesday 23rd October 2024, 10:00 – 11:00

Venue: Virtual via Microsoft Teams

Attendees: Minoo Irani, Debbie Seago (Chair), Karen Swaffield, Sarah Adair, Diana Mylan, Jane Hogg,

Emma Wilton, Katie Lean, Sian Rees, Lisa-Anne Dallas (minutes)

MINUTES FROM MEETING		
Agenda Item 1		
Welcome & Apologies		
Apologies received from Gary Ford & Stephen Barnett.		
The group welcomed Sarah Adair, Director of Coms and Engagement for BOB ICB		
Jennifer Ricketts joining the group from 2025.		
Minutes from June 2024 meeting		
• Group agreed these were a fair representation of discussions at the June meeting. They will be uploaded to the Health Innovation Oxford & Thames Valley website.	KL	
Agenda Item 2		
Presentation – Ufonia Economic Evaluation		
 Presented by Sian Rees – see attached slide set. 		
• Jane asked if there were any better ways to set up real world evaluations to rebuild the productivity of the services we already have in place. Also how can we capture data for effectively?		
Sian responded with the following observation – early and embedded service evaluation is key especially when trying to collect the right data. It's all in the planning. Important to standardise approach across the sites by discussing this with them together at the start of the process.		
• Emma asked how are we utilising the time, skills and competencies of the workforce and repurposing what we have learned from Dora – are there any conversations regarding this and any further work?		
• Paul commented that as an organisation we are undertaking more real world evaluations for example, a yearlong study into Virtual Wards in the BOB system. Technologies are moving very quickly so these are very important projects. Also, with rising demand for health and care and a shrinking working age population these small productivity gains are really important. Need to understand both patient and staff views and move very swiftly with adoption and spread with products such as Dora.	PD	
Agenda Item 3		
Q2 Report and look forward		
Presented by Katie		

• Lucy Walters has now gone on maternity leave and CIWI also has a separate vacancy for a CI & E Manager, Debbie asked how we are supporting the current projects.	
Sian highlighted that we are utilising the professional skills of proven and trusted contractors in the interim. Start dates of any new projects will be staggered throughout the year.	
Agenda Item 4	
Term of Reference	
No changes apart from membership.	
Katie talked the group through the changes in membership and asked if anyone had any recommendations for roles that we still required. Contact KL with suggestions.	ALL
Sarah Adair joins the group representing BOB ICB	
Kate Penhaligon joins the group from 2025 representing research	
Jennifer Ricketts joins the group from 2025 representing Buckinghamshire for the ICS	
Recruitment continues for other vacant posts	
Request from Paul to amend the document to include the word "productivity"	
 Sarah questioned her representation under ICS (Sian explained we are aiming for 2 representatives from each System, but we will clarify the wording on this) 	KL
Health Education England needs to be amended to NHS England.	
Terms of reference agreed with minor amendments, final version to be circulated	
Agenda Item 5	
AOB & Close	
• Jane suggested an idea for topic for March 2025 – how we can work more collaboratively together as a group.	KL/L-AD
Secure Data Environment recruitment for public members underway.	
Request from Paul to circulate Quarterly Report and current Health Innovation Oxford & Thames Valley Business Plan.	L-AD

Next Meeting - Thursday 27th March 2025, 10:00 – 11:15