

# Oxfordshire Transformation Programme

## Transformation Board

### Jubilee House

17<sup>th</sup> January 2017, 5:30pm

#### Draft - Action Notes

#### 1. Welcome & Introduction

##### The following members attended the December Transformation Board:

- Stuart Bell, Chair (SB)
- Simon Angelides, Programme Director (SA)
- Diane Hedges (DH)
- David Smith (DS)
- Andrew Stevens (AS)
- Kate Terroni (KT)
- Cllr Judith Heathcoat (JH)
- Andrew Elphick (AE)
- Tony Berendt (TB)
- Mark Hancock (MH)

##### The following individuals were in attendance:

- Libby Furness (LF)
- Ally Green (AG)

##### Apologies:

- Dr Joe McManners (JMCM)
- Dr Jonathan McWilliam (JMCM)
- Rosalind Pearce (RP)
- Peter Clark (PC)
- Cllr Ian Hudspeth (IH)
- Ben Riley (BR)
- Dr Paul Roblin (PR)
- Helen Van Oss (HvO)
- Bruno Holthof (BH)
- Lucy Butler (LB)
- Helen Shute (HS)
- John Black (JB)

<b>1. Chairs Introduction and Quoracy</b>	
1.a. SB chaired the meeting	
<b>2. Minutes / Action and Agreement Log</b>	
<p>2.a. Minutes of the previous meeting held on 13<sup>th</sup> December were agreed. Actions 4,5 were reported as undertaken. Re action 6 a 1 - although all Federations have not had a formal written invitation, meetings are underway with those Federations not yet represented at the Board.</p> <p>Please note a correction in the spelling of Bruno Holtof's name</p> <p>It was noted that Stephen Smith had stepped down from the Transformation Board and the Chair and members wanted our thanks to Stephen for his contribution to be recorded.</p>	
<b>3. Programme Director's Update/Phase One Consultation Plan</b>	
<p>3.a. SA informed the group that 'Consultation' on Phase One had gone live on the 16<sup>th</sup> January 2017. The launch has been covered by interviews with the press and radio and the Consultation document and supporting material have been posted on the Transformation website.</p> <p>3.b A schedule of public meetings and engagement events have been arranged and are already getting a lot of interest. The Board suggested the need for additional meetings in Thame and Chipping Norton. AG agreed to look into this.</p> <p>For those meetings where we anticipate a larger turnout we will run the agenda as presentation and a panel Q&amp;A. Smaller meetings will be run in a plenary style with round table discussion and greater interaction.</p> <p>FAQ's will be posted on the website after each meeting in addition to the presentation material. A county wide leaflet 'door drop' is being organised and leaflets will be displayed in GP surgeries, hospital sites and offices. Hard copies of the consultation document and survey will be available at</p>	

<p>all the engagement venues.</p> <p>The need to record all meetings where the Phase One Transformation plans are discussed was stressed to capture the widest possible feedback.</p> <p>It was agreed that the Horton Business Case should be posted on the Transformation website</p> <p>Healthwatch are hosting an event with voluntary organisations as part of the consultation process and there is a specific focus on facilitating feedback from seldom heard groups.</p> <p>It was noted that Phase One consultation will run 9 days into purdah but this has been taken account of in the consultation plan and people will be able to continue to provide feedback and complete the survey during this time.</p>	<p><b>Action 3.b.1 –LF to send AG a copy of the Horton Business case</b></p>
<p><b>4. Phase Two – Overview</b></p>	
<p><b>4.a</b> SA provided an overview of the governance and work programme to develop Phase Two of the Transformation Programme.</p> <p>The paper included a revised TOR for the Transformation Board, based on Peter Clark’s amendments. It was agreed that the TOR needed to show the link between the BOB STP and the Oxfordshire Transformation Programme. The TOR will then be signed off.</p> <p>The governance structure to deliver Phase Two is being implemented and a timeline, describing 3 stages to develop Stage Two, will be discussed by the CGG at its Board meeting on 26<sup>th</sup> January 2017.</p> <p>DS raised a query about the timeline and queried whether there are ways to shorten it. This was supported by AS who was concerned that the proposals in Phase One, if supported, would be difficult to implement until we were clear about the outcome of service change following consultation on Phase Two.</p>	<p><b>Action 4.a.1 – LF to amend TOR</b></p>

<p>SA explained the reasons for the timescale. The CCG will however look at the interdependencies between decisions made following Phase One consultation and the options that will be proposed in Phase Two.</p> <p>SA was asked to get NHSE's view on the suggested timeline.</p> <p>The group also acknowledged the draft TOR for the Programme Executive which has its first meeting on 27<sup>th</sup> January 2017 and will meet weekly in the first instance.</p> <p>The group discussed the possible interface of our plans with the transformation plans in CCG's over the border. It was agreed that DS should send a letter to fellow CCG's to ensure that we are all sighted on each other's plans and timescales.</p>	<p><b>Action 4.a.2 – SA to get feedback from RP re timeline</b></p> <p><b>Action 4.a.3 – SA to draft letter for DS for over the border CEO's and a letter for SB to Neil Dardis</b></p>
<p><b>5. Phase Two - Scope and Decision Making/Governance Structure</b></p>	
<p><b>5.a</b> SA outlined the scope and governance of Phase Two of the Transformation Programme designed to deliver new pathways of care and identify those parts of the programme we will need to consult on.</p>	
<p><b>9. Close of meeting</b></p>	
<p><b>Next Steps</b></p>	
<p>The next Transformation Board meeting will be held on 14<sup>th</sup> February, 2017, 17:30-19:30 at Jubilee House.</p>	