

# Oxford AHSN Community Involvement and Workforce Innovation

## Oversight Board Meeting 1

### Minutes

**Date:** Wednesday 3<sup>rd</sup> November 2021, 1400-1600

**Venue:** Virtual via Zoom

<b>Attendees:</b>	
Minoo Irani (Co-chair) (MI)	Medical Director, Berkshire Healthcare NHS Trust
Karen Owen (Co-chair) (KO)	Peer Support & Volunteer Co-ordinator, Health Makers
Karen Swaffield (KS)	Public member, Berkshire
Dianna Moylan (DM)	Public member, Milton Keynes
Ruth Monger (RM)	Regional Director, Heath Education, England Southeast
Mandeep Kaur Bains (MK-B)	Chief Executive, Reading Healthwatch
Jess Done (JD)	Senior Leadership Manager, Southeast Leadership Academy
Atul Kapila (AK)	Director of Research Development, Royal Berkshire NHS Foundation Trust
Catherine Mountford (CM)	Director of Governance, BOB ICS
Angela Baker (AB)	Deputy Director, Health Improvement and Workforce, Office of Health Improvement and Disparities, Department of Health and Social Care
Jane Hogg (JH)	Transformation Director, Frimley ICS
Sarah Adair (SA)	Head of Strategic Communications and Engagement, Oxford CCG
Sian Rees (SR)	Director of Community Involvement and Workforce Innovation, Oxford AHSN
Douglas Findlay (DF)	Lead Public Partner, Oxford AHSN
Lucy Walters (LW)	Project Manager Events and Communications Oxford AHSN
Lisa-Anne Dallas (L-AD)	Administrator, Oxford AHSN
Katie Lean (KL)	Senior Programme Manager, Workforce Innovation (Minutes)
<b>Apologies received from:</b>	
James Scott	People Strategy Programme Director, BOB ICS
Catherine Cresswell	Professor of Developmental Clinical Psychology, University of Oxford
Gary Ford	Chief Executive, Oxford AHSN
Beth Hill	Senior Manager, Systems Leadership (SE region)
Shahed Ahmad	National Clinical Director for Cardiovascular Disease Prevention, NHS England, and improvement
<b>Not in attendance:</b>	
Rosalind Pearce	Executive Director, Oxfordshire Healthwatch
Karen Bonner	Director of Nursing, Buckinghamshire Healthcare NHS Trust

		Action
1.	<b>Welcome, introductions and apologies</b>	
	Minoo welcomed everyone to the meeting and introductions were made. Apologies were noted from Catherine Cresswell, Gary Ford, James Scott and Beth Hill.	
2.	<b>Overview of Community Involvement and Workforce Innovation (CIWI)</b>	
	Sian Rees presented a slide set that was split into three parts: <b>Overview of the AHSN network and Oxford AHSN</b>	

<p>The AHSNs are commissioned by <a href="#">NHS England and Improvement</a> and the <a href="#">Office for Life Sciences</a> (OLS). Their primary role is to increase innovation in health and care through partnerships between services, academia, and industry and through spread and adoption through local partnership.</p> <p><b>Community Involvement and Workforce Innovation</b></p> <p>Within the Oxford AHSN, CIWI is a cross cutting theme alongside health inequalities and sustainability. The CIWI Team, work with all Oxford AHSN programmes, local Integrated Care Systems (ICS) and national partners. Our community involvement work aims to develop patient and public involvement and co-production plans, including what matters to patients. We also work to help understand population health inequalities and how we work with seldom heard communities. Our workforce innovation aims to support the national people ambition, considering the impact of AHSN programmes on the people who work in health and care. This includes considering where innovation maybe needed to support staff to deliver the highest quality of care.</p> <p><b>Action: SR Sian to circulate the CIWI business plan.</b></p> <p><b>Current CIWI work</b></p> <p>Discussions that are underway with Oxford AHSN programmes to see where the CIWI Team can support:</p> <ul style="list-style-type: none"> <li>• Strategic Industry and Partnership (SIP) – real world evaluation: point of care testing, potentially looking at patient and staff experience</li> <li>• Clinical Innovation and Adoption (CIA) – pathway re-design: monitoring blood pressure at home</li> <li>• Patient Safety – mental health restraint and care homes safety.</li> </ul> <p>A variety of workshops and webinars have been undertaken and are planned:</p> <ul style="list-style-type: none"> <li>• Understanding and using patient data</li> <li>• Seldom heard groups: dementia, substance misuse, self-harm, and suicide</li> <li>• Introduction to co-production</li> <li>• Writing for the public</li> </ul> <p>Mandeep shared that Reading Healthwatch has done some work on self-harm/suicide</p> <p><b>Action: SR and MK-B to meet to discuss</b></p> <p><b>Health inequalities</b></p> <p>The CIWI Team have developed and tested an interactive form to support equality and health inequalities impact assessments (EHIAs).</p> <p><b>Action: SR to share the EHIA form.</b></p> <p><b>Workforce innovation and community involvement ICS and national projects</b></p> <p>Current and past programmes of work were presented.</p> <p><b>Action: SR to share the presentation slides with the group.</b></p>	<p>SR</p> <p>MK-B/ SR</p> <p>SR</p> <p>SR</p>
--	---

3.	<p><b>Key discussion points</b></p> <p>Ensuring CIWI work feeds into ICS and national priorities.</p> <p>Avoiding duplication: ensuring that CIWI’s work tries to diversify the people involved and utilises existing groups and networks.</p> <p>Making sure workforce activities support front-line staff.</p> <p>Importance of making sure that both health and social care are included in CIWI work.</p> <p>Building on service gains made during COVID-19, for example video consultations, making sure that patients and the public are involved.</p>	
4.	<p><b>Terms of reference (ToR)</b></p> <p>The ToR were agreed.</p> <p>Group membership: gaps to be filled:</p> <ul style="list-style-type: none"> <li>• Social care – board members to suggest/connect SR to potential new members.</li> <li>• Health and Wellbeing Boards – for consideration.</li> </ul> <p>Review ToR and membership, November meeting 2022.</p>	<p>KO/JH/ DM/ All</p> <p>L-AD</p>
5.	<p><b>Any other business</b></p> <p>Next meeting early Spring, Lisa-Anne Dallas to arrange a date for this and two further meetings for 2022.</p> <p>Thoughts for future meetings included:</p> <ul style="list-style-type: none"> <li>• Each meeting to have a different focus for part of the meeting e.g., cardiovascular disease or health inequalities</li> <li>• Each meeting to have update of CIWI current work and a discussion of potential future work.</li> </ul> <p><b>Action: KO, MI and SR to discuss further.</b></p>	<p>L-AD</p> <p>KO/MI /SR</p>

## Action Log

No	Date	Item	Action	Person Responsible	Deadline
1.	3/11/2021	2.0	Circulate the CIWI business plan	SR	ASAP
2.	3/11/2021	2.0	Discuss further input into the suicide and self-harm webinar	SR/MK-B	ASAP
3.	3/11/2021	2.0	Share EHIA form	SR	ASAP
4.	3/11/2021	2.0	Share oversight board presentation slides	SR	ASAP
5.	3/11/2021	4.0	Board members to share with Sian contacts of potential members for the oversight board	All	ASAP
6.	3/11/2021	4.0	Specific contacts to share with Sian <ul style="list-style-type: none"> <li>• East Berkshire</li> <li>• Local Authority</li> <li>• Healthwatch Milton Keynes</li> </ul>	KO JH DM	ASAP
7.	3/11/2021	4.0	Review TOR	L-AD	Nov 2022
8.	3/11/2021	5.0	Dates for next oversight meetings	L-AD	ASAP
9.	3/11/2021	5.0	To meet to discuss themes, flow of agenda for oversight meetings going forward	SR/MI/KO	31 <sup>st</sup> Dec 2021