

**OX12 Stakeholder Reference Group
Meeting Notes
26 April 2019, 14.30 – 15.30
The Hanney Room, The Beacon, Wantage, OX12 9BX**

Attendees			
Julie Mabberley (JM) Chair	Chair of Governors, Fitzwaryn Special School	Janet Parker (JP)	Newbury Street Practice PPG
Terry Knight (TK)	Save Wantage Hospital Group	Jo Cogswell (JC)	OCCG Director of Transformation (Project SRO)
Julia Stackhouse (JS)	SCW	Libby Furness (LF) (OX12 Project Lead)	OCCG
Andy Crawford	Wantage Town Council	Sue Hannon (SH)	Church Street, PPG
Anne Lankester (AL)	OCCG	Pauline Smith (PS)	Ashbury Neighbourhood Plan Steering Group
Sue Harris (Project Support)	OCCG	Maggie Swain (MS)	Save Wantage Hospital Group
Geoff Chown (GC)	Grove Parish Council	Jenny Hannaby (JH)	Chair Wantage Hospital League of Friends
Observer	Rosalind Pearce - Executive Director - Healthwatch Oxfordshire		
Apologies / awaiting response	James Goodman – Wantage Town Council Sue Thwaite (ST) - Wantage Mobility User Group Pete McGrane (PM) - OHFT Bernard Connolly (BC) - Wantage and Grove Campaign Group Bethan McDonald – OCC Public Health Registrar Helen Bailey (HB) - WIAC Trustee/ Pamela Roscoe (PR) - Joint Operations Manager, Wantage Independent Advice Centre Mandy Richens – Age UK, Development Manager, South, Vale & West		

Item		Lead/Action
1.	Welcome and Introductions	JM
	JM chaired the meeting and welcomed everyone to the OX12 Stakeholder Reference Group. Introductions were made and attendees are listed above.	
2.	Health and Care Needs Framework/OX12 Project Governance	JC
	JC revisited the Health and Care Needs Framework outlining where we are in the 6 stages of the process. JC illustrated this by showing that currently we are focusing on working in parallel on 3 stages of the process that includes identifying the health and care needs of OX12 based on the Health and Care profiles and an analysis of NHS data, reviewing current provision and use of services and mapping services and physical assets. This is where	Action

	<p>the OX12 Survey and Roadshow's provide a valuable contribution. Identification of what Innovation and Good Practice tells us about the best way to meet local health need is the next step in this process. A copy of her illustration was requested to be circulated with the minutes.</p> <p>This information will help us think through and generate ideas of how we should plan for and deliver services to promote the health and wellbeing of people living in OX12.</p> <p>JC noted that we are not yet at the stage of deciding what people want of need. This will be managed through the final 2 stages of the Health and Care Needs Framework described in 'meeting population needs' and 'development of options'.</p> <p>A pictorial representation of the Governance has been requested by the HOSC Task and Finish Group. JC talked through the governance structure that shows the Stakeholder Reference Group reporting into the OX12 Project Group that reports to HOSC re the scrutiny and to ISDB and the Health and Wellbeing Board on the findings and decisions related the OX12 Project.</p>	<p>ACTION - JC to circulate</p>
3.	Minutes of the last meeting and actions	JM
	<p>The minutes of the meeting were agreed as correct.</p> <p>Actions</p> <p>JS updated the group on contact she has had with Sweatbox and King Alfreds School and the arrangements she has secured in engaging young people with the project and filling in the survey.</p> <p>TOR have been amended and a revised copy will be circulated with the minutes.</p> <p>HOSC Task and Finish Group – JC and LF have met with the HOSC Task and Finish Group twice. At the most recent meeting JC walked the members of the group through the Health and Care Needs Framework and noted that we are in the information gathering phase. Members of the Task and Finish Group will be dropping in on the roadshows to talk to staff, Stakeholder Reference Group members and members of the public who attend the events. HOSC Task and Finish Group are holding an additional meeting to hear from a local GP regarding developments in Primary Care and will be speaking to a member of the Save the Wantage Hospital Campaign Group and two members of the Stakeholder Reference Group.</p> <p>Future meetings - A decision was made to schedule all future meetings of the group through to July. The group felt it would help members to plan ahead so that they could attend particularly people who have commitments or work during the day. The group felt it was better to have the meetings in the diary and cancel if not needed rather than to convene meetings at short notice.</p> <p>Request for bed data – JM noted that the action regarding the request for bed use data was missing from the notes that should have read: 'Data on level of beds. Detailed information is required of the number of in-patient beds used for respite, rehabilitation or end of life care by people from OX12 as well as any from outside OX12 who would have preferred Wantage (probably because of ease of access e.g. people from Faringdon). There was also a request for analysis of people who have been given temporary beds in care homes from the OX12 area'. LF explained that this information was</p>	<p>Action - LF to circulate</p> <p>Action - LF to propose dates and times</p>

	<p>being collected by the OX12 Project Group as part of the wider information and data set being developed for the project. LF referred to the governance structure noting that collection and analysis of data is a function of the OX12 Project group and noted that presenting a discrete subset of information out of context was not helpful in creating with wider picture of needs.</p> <p>The group were disappointed that they would not be able to receive the information they had requested ahead of the proposed 'open space' events and wanted that noted.</p>	
4.	Transport and Taxi data	SH, JM, PR
	This information is not ready and it was agreed to defer it a future meeting. It was noted that the PPG survey had not yet been circulated.	Action JS to reschedule
5.	Community Asset Mapping	JS
	JS reported that they survey is going well that over 700 surveys had been received so far (hard copies and online). Particular effort was focused on engaging young people and young families who are under-represented in terms of responses received to date. The over 65 year olds have been the biggest responders so far.	
6.	Update on Planning for the 'Solution Building Events'	
	<p>LF reported that in agreement with the HOSC Task and Finish Group the timeline was being reviewed. The HOSC Task and Finish Group are concerned to ensure a good process is undertaken and will be discussing the timeline with the Project SRO in the 8th May 2019 meeting.</p> <p>LF will be able to provide more information on the 'Open Space' events at the next meeting and a date for these has not yet been set. The reference group were concerned that a date was not available as those invited will need timely notice to be able to attend.</p>	Action – LF to provide feedback from the meeting with HOSC Task and Finish Group
7.	AOB	
	The group agreed an outline agenda for the next meeting	
8.	Date of Next Meeting	
	15 th May 2019 11.30 – 13.30. Venue The Beacon, Wantage	