

## **Task and Finish Group on Local Health Needs Assessment in the OX12 Locality**

The fifth meeting of the task and finish group took place on Wednesday 5<sup>th</sup> June 2019. The group met with both Jo Cogswell and Libby Furness (Project Group), to review the updates on a number of aspects of the project.

A summary of the discussion points in the group are as follows:

- An update was provided on the outcome of the workshop run by the Project Group on 22<sup>nd</sup> May, looking at information and data about the OX12 locality. It is understood that the intention is to co-produce an Information and Data pack for the locality, with stakeholder support, which will be played back to a wider cohort of stakeholders, to ensure there is understanding and support for the information being used for the project. A number of actions to close information gaps were identified during the workshop. Members clarified whether all of these were a priority as there was a potential for impacting on the delivery of the project whilst waiting for less essential information. It was confirmed that it wasn't necessary to complete all of the actions before producing the Information and Data pack, however the priority of the actions would be recorded on the table.
- Members of the group provided feedback to the Project Group on the outcome of discussions with members of the Stakeholder Reference Group on 22<sup>nd</sup> May. One concern the members highlighted to the Project Group was that the Stakeholder Reference Group members present reported that they felt they weren't being listened to by the project team. As such they thanked the HOSC Task & Finish Group members for listening to them for the first time. The Project Group will make greater efforts to address this issue.
- A new timeline was presented to members of the group, which highlighted the need for additional time to compile a full set of information and data, continue working with the public and plan and deliver the work that needs to be undertaken to develop solutions and proposals. Members of the group stated their support for the additional time needed to complete the work of the project and deliver of the best outcomes for the people of OX12. However a challenge was put forward to the Project Group as to whether they were confident they could fully deliver the project within the amended timeline. The Project Group agreed to re-look at the timeline to ensure there is a realistic timescale to complete delivery of the framework. It was also noted that whilst progress had been made in developing an approach to evaluation, there was not clear from the timeline when the evaluation process would start or when it was aiming to be completed.
- An update on the Innovation & Best Practice work stream was provided. This work is still in the early stages and a clinical group has been established (system-wide) to act as a forum to provide an Oxfordshire clinical view on a number of areas, related to the application of the framework in OX12 and subsequently on other clinical issues as the framework is used again other areas.

As the project timeline has been amended, it was decided that the duties of the HOSC Task and Finish Group, as outlined in the terms of reference, have not yet been fully completed. As such, additional meetings will be scheduled to align with key milestones within the amended project timeline.