

HEOPS EXECUTIVE COMMITTEE MEETING

Royal Berkshire Hospital, Library TEC Room B
Craven Road, Reading, RG1 5AN

6:30pm, Thursday 11th January 2018

Minutes

In attendance:

Ali Hashtroudi (AH) (Chair)
Blandina Blackburn (BB)
Dawn Grout (DG)
Gary Malcolm (GM)
Janice Craggs (JC)
Philippa Hawkins (PH) (Secretary)

1. Apologies – Aileen Stewart, Patricia Southworth
2. Minutes of HEOPS Executive meeting June 2017

Actions from Minutes:

- Liz Murphy has volunteered to take over HEOPS jiscmail from Alan. JC happy to carry on with webmaster role until replacement identified.
- Constitution amended and circulated – to check with Patricia
- Commercial providers joining HEOPS discussed – previous discussion (at York) confirmed that if clinicians can join HEOPS at the discretion of the forum moderator and the Executive. Need to confirm whether constitution of HEOPS requires changing to reflect this.
- BB – HEOPS list discussion risk with GDPR requirements if case identifiable – raise at meeting tomorrow, message to forum re: increased caution.

Outstanding actions:

- **PS** amendments to Constitution
 - **AH** to contact Liz regarding GDPR / confidentiality and the forum
 - **AH** previous outstanding action to contact USHA Chair
3. Matters arising from the minutes
 - a. Terms of Reference for Exec Group review

- b. Exec Group role descriptions and remit – pause for now until there is a vacancy on the Exec
- c. Frequency of meetings – currently twice per year, prior to the HEOPS meeting. AH suggested two options: either two teleconference meetings, so meeting quarterly (with two face to face) or ad hoc teleconference. There is a benefit to having teleconference meetings. Both options were discussed and agreed. Quorum of 4 HEOPS members to include one of the officers in attendance (Chair, Secretary or Treasurer) was suggested to enable meetings to go ahead as scheduled.

Mixed approach for face to face meetings proposed by AH – night before for those who can attend in person, but meeting organiser will need to plan a meeting room with conference facilities so that those exec members unable to attend in person can contribute to the meeting – **Agreed.**

- d. Key Performance Indicators

JC joined the meeting at 19:05.

JC – raised the question of how we measure our (operational) performance and are we measuring like for like. It was suggested a guide for performance outputs would be helpful to progress this. AH – to put to the membership? We could review the benchmarking exercise undertaken prior to HSE/HEOPS Guidance development, which is due to be re-visited if we are reviewing in a timely manner. The question being can we demonstrate our worth? DG queried how we use surveys. JC queried how robust was our data from 2014, and that she would review what data we had and what was asked then. AH to inform people tomorrow that this is coming.

Action – JC to prepare and circulate a proposal to the members.

- 4. HEOPS domain & website – annual fees, support & future developments

JC – took on website maintenance from NW. There are three areas to maintain – fees; hosting domain; website. Website is clunky – do we want to invest to develop the website, SW has offered to re-develop so that we can self-manage. Need to determine what the cost would be.

BB has used SW to design the ANHOPS website. AH establish cost and agree to re-develop the website. BB free website creating software is available.

Action: to obtain a quote from SW to re-design website (JC)

Action: GM and JC to explore options and work together on this as a project.

AH raised the HEOPS jiscmail discussion today regarding Health surveillance and retaining of records. There is a need to identify all the HEOPS documents, determine when these were uploaded to the website and identify dates for these to be reviewed. These should be prioritised for review then should they go to members or remain with the Exec to review. AH has the original Word documents from NW for Fitness Standards and will create a spreadsheet of what we have & when last moderated.

Action: JC to review documents on the website for dates to review and guidance type

5. Finance

£2000 has been raised through Eventbrite tickets, minus the charge for using the site; £961 cost for lunch at the meeting tomorrow and one speaker has asked for their train ticket cost to be reimbursed.

6. Meeting venue, date and topic for autumn 2018

a. Choosing the venue

Need more notice to identify the venue. AH asked how this has been identified previously. JC outlined that we have alternated between North & South. So next meeting is due to be held in the North.

JC suggested a schedule of meetings could be drawn up for the next two years, BB commented that two years ahead is difficult as staff can change and be unable to commit. DG would support this approach as arranging this meeting fell at a busy time and therefore she doesn't feel that Reading is being showcased although hosting the meeting.

JC raised whether we could deliver meetings in partnership with other organisations. JC suggested is be put to members about what sort of event would be of benefit to them? DG suggested that a list of clinical supervisors for HEOPS would be useful. The North Regional Group is providing clinical supervision for one another.

AH queried if we don't partner with another organization where do we identify volunteers – do we volunteer people or should we alternatively have meetings at one site for a period of time – ie Guys for three consecutive years? PH & JC commented there was a benefit to visiting other HEI's by rotating the venue. JC suggested that we develop guidance on facilitating a meeting such as time needed, considerations to arranging the meeting, support available.

b. Subscription for seminar's organizer

AH do we require the organizer to pay to attend the meeting and suggested that as an incentive to get volunteers to waive the fee for the organizer, but not the whole team. **This was agreed by those present.**

7. AOB

JC comments were received from AH for fieldwork guide. And this is now with USHA. A message has been received from AS that no outcome from USHA has as yet been received. The scope of Fieldwork Questionnaires in use was queried. AH suggested we await the outcome from USHA, if a Template questionnaire is published as part of guidance we can accept this and if not identify we can create a template to publish on the website.

Date and Time of Next Executive

To be agreed