## In attendance:

Judy McCulloch – Communications and Engagement Manager (Chair, PCT),

Trudy Reynolds - PHB Project Manager (PCT),
Diana Martin – Service User (Carer)
Susan Butterworth – Links Representative,
John Hutchinson – Links Representative
John Catterall – Service User (Carer)
Christine Witcher – Service User and Care Broker (Carer and Age UK),
Janet Briggs – Social Care Broker (Oxfordshire County Council)
Henrik Omma – Service User (Patient),
Roy Bishop – Service User (Carer)
Karen Ball (daughter of Roy Bishop) – Service User (Carer)
Luisa Rogers – Service User(Carer)
Mrs Wheeler – Service User (Carer)
Peter Hindshaw – Unlimited Representative
Shereen Bayat – PA to Older People's Service Redesign Team (PCT)

## Minutes

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<th>Item</th>
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<td>1</td>
<td>Welcome and Introduction:</td>
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<td></td>
<td>Trudy Reynolds welcomed the group and thanked all for attending. TR also stated that this group was created to be used positively. Pieces of work that relate to the personal health budget project that require work will be closely linked to this group.</td>
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<td>2.</td>
<td>Update on Project and Recent Developments:</td>
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NHS Oxfordshire can now offer Direct Payments from 1/09/2010. This does not mean that from 1/09/2010 we will be able to offer direct payments but we are working to try to make sure that direct payments will be an option for personal budget holders as close to that date as possible. Both PCT finance and OCC finance are working together to establish systems and assurances to the PCT Board before direct payments are made.

The personal health budget Care Navigator post has been advertised and the closing date is the 12th August. The position will be based within Continuing Health Care but will be dedicated to this project.

The Budget Setting Process has been agreed but currently is not happening fast enough and does not involve the patient early enough in the process. The PCT will be working to rectify this.

A Risk Panel has been set up. The aim of this group is to assess risks that arise during the PHB pilot process and try to minimize risks and issues as they arise.

OCC have kindly lent the PCT a broker until the Care Navigator commences their role, the care navigator may continue choose to use the services of a broker to ensure that personal health budget holders have the maximum care options to choose from.

Publicity - Senior Commissioner Manager (Suzanne Jones) has been on BBC South Today to discuss Personal Heath Budgets and Alan Webb (Director of Service Redesign) is to appear on BBC Politics Show (South) in September to discuss PHB and the benefits.
The New Coalition Government is very keen on rolling out this process across the whole health spectrum where possible and the pilot sites will play a key role in informing future government policy.

This is a complete change in culture and there has little or no guidance from the Department of Health on how best to implement personal health budgets – the pilot sites have been set up to try different ways of offering personal health budgets and the Department of Health will be evaluating all the pilot sites before making decisions about how to take this initiative forward. The PCT will decide as the project progresses what is best practice and which policies are working as well as how and what services can and can’t be bought using a personal health budget. The patient reference group is essential to helping us develop all aspects of personal health budgets.

3. Proposed Patient Leaflet

JM tabled the patient information leaflet and took comments from the group on the format and content. Generally the format was well received with just a few comments on colour ways. JM had suggested the format was designed with using the format / colours for other documents to allow for ease of PCT branding.

This leaflet’s intention is a simple starting point for a short brief on what the project means for patients / carers.

The PCT will develop an FAQ document that will be available online and on request in paper format.

4. Terms of Reference

TR & JM appreciate the time commitment PCT is asking members of this group to give and recognised that it may be difficult for some but the input members will give is invaluable.

The pilot runs until March 2012 and the group will run until this date.

TR would also like someone from this group to sit on the PHB Project Board. The project board has the task of managing the overall project; setting future direction, raising issues and setting priorities.

The Group decided that this should be a Bi-Monthly meeting but if any document or policy needs urgent comment then this will be emailed / posted to members to comment.

5. Making Personal Health Budgets a Public Consultation

JM talked to the group about Talking Health and the functionality of the website. There are places within each health subject for consultation to allow the public to comment on providing healthcare. JM highlighted why this would be beneficial for the group and the wider public and she also asked that the group all register on ‘Talking Health’. There is also content from this website that can be accessed offline on request. Talking health also has a document collaboration system and JM will go to website designers to assess functionality of this part of the system.

6. General discussion – an opportunity to raise ideas, suggestions, issues and concerns not picked up during the meeting – this will be a regular agenda item

15. AOB