Health Innovation Oxford & Thames Valley
Community Involvement and Workforce Innovation
Oversight Board Meeting Minutes

Date: Wednesday 16th July, 11:00 – 12:15
Venue: Virtual via Microsoft Teams

Attendees: Katie Lean, Gary Ford, Paul Durrands, Karen Swaffield, Jane Hogg, Kate Penhaligon, Sarah Adair, Jennifer Ricketts, Ella Fryer-Smith (Presentation)

MINUTES FROM MEETING	
Agenda Item 1 Welcome & Apologies • Apologies received from Debbie Seago, Sian Rees, Lisa-Anne Dallas, Emma Wilton, Stephen Barnett. Minutes from March 2025 meeting • The group agreed that these were a fair representation of discussions at the March meeting. They will be uploaded to the Health Innovation Oxford & Thames Valley website.	KL
Agenda Item 2 New Members • Tolu Olusoga, Medical Director, Berkshire Healthcare NHS FT will replace Minoo Irani as Co-chair of CIWI Oversight group. The group look forward to welcoming Tolu to the November meeting.	ALL
Agenda Item 3 Summary of the work with Gypsy, Roma & Travellers • Ella presented work completed for the SDE – *Gypsy, Roma & Travellers: Attitudes to Healthcare Data for Planning & Research.* • Report, animation and webinar can all be found on CIWI's Community Conversations webpage: www.healthinnovationoxford.org/our-work/community-involvement-and-workforce-innovation/community-involvement/our-current-projects/community-conversations/ • Question received regarding how useful/accessible the NHS App is for Roma, Gypsy & Traveller people. The small number of people this was discussed with valued the App as it allowed them to access their data from no fixed abode and no need for paper correspondence. • Berkshire Healthcare are collaborating with Buckinghamshire New University on the GTRSB Care Pledge, a commitment made by schools and higher education institutions to support Gypsy, Roma, Traveller, Showmen, and Boater (GTRSB) individuals in their educational journeys. Kate to link Sian with the contact for this project.	ALL KP

Agenda Item 4 Medical iSight Update • Katie provided an in-depth presentation on CIWI's Mechanical Thrombectomy project with Medical iSight. See PowerPoint slide set titled: "CIWI Oversight, Mechanical Thrombectomy". • The group were particularly interested in equity/access as the procedure is not available in all hospitals. • Group encouraged to advise Katie if this review of an in-depth CIWI project was beneficial.	ALL ALL

Agenda Item 5
 	
CIWI Short Report
 	
• See paper titled: "Short Report, CIWI Oversight Group" which was shared with the agenda.
 	
• This paper is presented by CIWI every quarter as an overview of completed/ongoing projects.
 	
• Currently CIWI has ten active projects and four current grants that have been applied for. No questions raised.
 	
• CIWI team updates:
  ○ Community Involvement & Evaluation post remains vacant.
  ○ Lucy Walters, Project Manager – Events and Communication returns from maternity leave on the 8th of September. This will increase the current capacity of the team by 30 hours per week.
	ALL

Agenda Item 6 Further discussions and AOB • Sian to present outcome domains at November's meeting. • Continue as a team to focus on public partner diversity for future projects, including workshops and focused discussion groups. • CIWI oversight group membership to be reviewed over the coming six months.	

Next Meeting – Wednesday 26th November 2025, 15:00 – 16:15