

One Eastern Devon Executive Partnership Board

Minutes of the meeting of the One Eastern Devon Executive Board held on **Thursday 26 March 2026, via MS Teams.**

	Agenda Item
01/26	<p>Welcome, introductions and declarations of interest</p> <p>JC welcomed everyone to the inaugural meeting of the One Eastern Devon Executive Partnership Board and introduced the meeting, outlining what was on the agenda. He welcomed the participants and everybody introduced themselves.</p> <p>JC asked if there were any declarations of interest and FC confirmed that she had joined the Executive Board of the VCSE Assembly.</p>
02/26	<p>Establishing the Board</p> <p>JC introduced this item:</p> <ul style="list-style-type: none">Purpose The group discussed the formation of the One Eastern Devon Executive Board, clarifying its purpose as providing collective leadership, strategic direction and a unified voice for the Partnership, while emphasising its accountability to the wider forum and the need for a light governance structure. <p>CS raised the need to define the Board's decision-making parameters, distinguishing between decisions within the Board's remit and those where the Board can only make recommendations. The group agreed to clarify in the Terms of Reference what is devolved to the Board and what falls under its influence rather than direct control.</p> <p>BE/EB highlighted the importance of not duplicating discussions from the Wider Forum and ensuring a clear information flow between the Board, the Forum, and subgroups. The group agreed that the Board, should act on matters arising from the Forum and feed decisions back, maintaining a chain of communication. EB raised the point that this group did not want to duplicate actions from the Wider Forum. She felt there was a disconnect from people running the workstreams and that there should be close alignment to members with workstreams. EB said that the structure on the website needs updating and Adult Social Care needs to be part of this group. EB also mentioned that the other issue with chairs of workstreams coming is that a lot of them are from VCSE orgs and are not sure they will be offered backfill from April - it will impact on the time they are able to afford to give to ELCP work.</p>

- **Membership and representation**

CS/AS/EB and other members noting uncertainty about their voting status. It was agreed that the Board would include both voting and observing members within the Terms of Reference to clarify these distinctions.

The group discussed the current membership, noting broad representation from statutory organisations, VCSE, and community sectors. Suggestions were made to invite representatives from education, business, DWP, and Exeter College, with the consensus to initially involve them in the Wider Forum before considering Board Membership.

JC suggested inviting Linsey Anderson from Exeter University and ASt felt it would be a good idea. He also suggested encouraging education such as the Ted Wragg School, the Department of Work and Pensions and commercial input. FC suggested the Partnership might look at funding through DWP's Adult Skills Budget, mentioned the Police mergers with 43 forces merged into 14 super forces. She suggested inviting these groups as and when necessary. FC felt it was important to manage the efficacy of the group without becoming too unwieldy. She suggested place-based partnership working with Great Western Railway, Exeter College and DWP.

JC talked about the geography for Eastern Devon is from Okehampton to Axminster and that this could be reviewed in due course.

Action: JC/FC to contact Linsey Anderson at Exeter University to ascertain her interest and capacity to join the Executive Board and report back to the group.

- **Meeting regularity/dates**

It was agreed that the Board's structure and meeting frequency would remain flexible, with a formal review scheduled in six months to assess effectiveness and avoid unnecessary bureaucracy or duplication of effort.

03/26 Governance framework

JC/FC commenced the discussion on this item.

- **Draft Terms of Reference**

The team led by JC/FC examined the governance framework, focusing on the Terms of Reference, the relationship between the Executive Board, the Wider Forum, and subgroups, and the need for clear documentation and ongoing review. JC proposed that members review the draft Terms of Reference outside the meeting and submit feedback to IV/FC/JC via email prior to the next meeting on Thursday 23 April 2026, endorsing a final version without a line-by-line discussion.

Action: All participants to review the terms of reference and send any feedback or suggestions for strengthening or adding value to JC/IV/FC prior to the next meeting.

Link to H&WBB

CS/RW discussed the importance of linking with the Health and Wellbeing Board, with RW offering to act as a conduit and to clarify overlapping membership and roles, ensuring alignment with Neighbourhood Health Planning.

04/26 Neighbourhood health context and implications for OED

KD/CS/RW and others debated whether to merge the Neighbourhood Steering Group into the Executive Board or retain it as a separate entity, ultimately agreeing to main the subgroup for operational and detailed work due to ongoing system changes the need for focused action.

- **National guidance**

JC said this was a moving feast with something looking like clarity with model delivery methodologies, local government guidance, outcomes linking into local government, NHS and all organisations. AS felt that the framework was useful, it is not too prescriptive and feels it is not good or bad, but he also felt there are red flag warning signs. CS agreed with AS that things will move at pace and the Board needs to be ready. KD/AS argued for the continued existence of the Neighbourhood Steering Group, emphasising its operational focus and ability to address granular issues, while the Executive Board would maintain a strategic, consensus-building role. KD said she attends several different neighbourhood steering groups due to the fluidity and pace of change.

Action: KD to maintain the existing neighbourhood steering group and delegate the task of preparing for the next phase of neighbourhood working, including engagement with the ICB, to this subgroup.

- **ICB update/OED letter**

CS/JS described the ongoing restructuring within the ICB and the appointment of Chris Reid, Chief Place and Transformation Officer (Chief Medical Officer), he is Chief Officer for Neighbourhoods, noting the uncertainty and the need for rapid communication to all partners about the future direction. For the Northern and Eastern Locality of the ICB and it had dropped from a team of 14 down to 4 people. Two hundred people had taken voluntary redundancy from the ICB. JS will do the neighbourhood work from the ICB perspective on strategy and will also hold the budget on this.

JC/FC wrote a letter to the ICB as Joint Chairs of OEDPF highlighting three things, the dialogue in sharing the future of neighbourhoods, the lack of funding within neighbourhoods undermines the capacity at neighbourhood level and the maturity level of each neighbourhood. They also asked that a communication go out to all organisations regarding the future direction for the ICB. CS said it was a good dialogue and enabled dialogue. CS will chase up the response and

stated that GS was probably not able to answer the letter. She stated that the letter had been passed to Chris Reid for a response.

- **Role and next steps for OED**

JC felt that OED was positioned well and that the Neighbourhood Steering Group will have a more operational approach.

Action: CS will chase up the response to the letter to the ICB and stated it had been passed to Chris Reid for a response.

05/26 OED Strategic Framework – moving to delivery

JC/FC led a discussion on operationalising the newly endorsed Health Equity Strategic Framework, focusing on embedding its objectives across partner organisations, developing supporting resources, and establishing a working group to drive implementation.

- **What next - partner adoption/Core20+5 focus**

FC proposed the Board Members act as ambassadors for the Framework, promoting its four strategic objectives – targeted action, investment and prevention, empowering communities, and system alignment – within their organisations and networks.

- **Sub-group**

The group agreed to establish a small working group to oversee the implementation of the Framework, develop resources, and coordinate communication and alignment across the Partnership.

- **Priorities**

AS/BE suggested developing a toolkit and making strategic objectives as a standing agenda item in relevant meetings to ensure ongoing visibility and practical application, with the possibility of adapting ideas from other localities.

ASt/SC recommended mapping current activities and partnerships to identify gaps and opportunities for alignment, potentially involving university interns or health inequality fellows to support this work.

Action: JC/FC develop and distribute a companion piece or overview of the strategic framework, including its philosophy and governance structure, to partners such as PCNs, collaborative boards, and other relevant organisations.

Action: The group agreed to establish a small working group to oversee the implementation of the Framework, develop resources, and coordinate communication and alignment across the Partnership.

06/26	<p>Any other business</p> <p>Financial Matters and VCSE Engagement Support</p> <ul style="list-style-type: none"> • IV requested and received Board approval for an additional £2k to support VCSE engagement through the backfill fund, with the Ottery Help Scheme administering the distribution, and JC committed to transparent reporting on fund usage. • IV explained the need for a further £2k to be allocated to the backfill fund, leaving £7k remaining, to support VCSE representatives' participation in meetings, and the Board endorsed this expenditure. • JC noted that future board meetings would include transparent reporting on how Partnership funds have been allocated and spent, ensuring accountability. IV to produce financial report for the OED Executive Board and the wider OEDPF. <p>Action: JC noted that future board meetings would include transparent reporting on how Partnership funds have been allocated and spent, ensuring accountability. IV to produce financial report for the OED Executive Board and the wider OEDPF.</p> <p>Action: JC/IV allocate an additional £2,000 to the VCSE backfill fund, to be distributed by Ottery Help Scheme, and ensure transparency and accountability in reporting fund usage at a future board meeting.</p>
07/26	<p>Agreement on next steps and actions</p> <ul style="list-style-type: none"> • JC/FC outlined the next steps, including sending out meeting dates, developing a governance diagram, and encouraging members to provide feedback on the Terms of Reference and other documents ahead of the next meeting. • IV confirmed that monthly meeting invitations would be sent out, with meetings stood down if there is no substantive business, and that meetings would not overlap with the quarterly Wider Forum. <p>Action: JC/IV/FC to create and circulate a diagram mapping the governance structure, including subgroups, meeting frequency, and involved parties, to provide clarity for all members.</p>
08/26	<p>Close</p> <p>Date of next meeting: OED Executive Board to be held on Thursday 23 April 2026 from 1430 – 1630 via MS Teams.</p>

One Eastern Devon Partnership Executive Board Action Grid

26 March 2026

Action no.	Comments	Lead	Outcome
Thursday 26 March 2026			
02/26	JC/FC to contact Linsey Anderson at Exeter University to ascertain her interest and capacity to join the Executive Board and report back to the group.	JC/FC	Completed
03/26	All participants to review the terms of reference and send any feedback or suggestions for strengthening or adding value to JC/IV/FC prior to the next meeting	ALL	Ongoing
04/26a	KD to maintain the existing neighbourhood steering group and delegate the task of preparing for the next phase of neighbourhood working, including engagement with the ICB, to this subgroup.	KD	Ongoing
04/26b	CS will chase up the response to the letter to the ICB and stated it had been passed to Chris Reid for a response.	CS	Chris Reid will attend One Eastern Devon Partnership Executive Board on 25 June 2026 (tbc).
05/26a	JC/FC develop and distribute a companion piece or overview of the strategic framework, including its philosophy and governance structure, to partners such as PCNs, collaborative boards, and other relevant organisations.	JC/FC	This action will be carried out by the Task and Finish Group for the Strategic Framework.
05/26b	The group agreed to establish a small working group to oversee the implementation of the Framework, develop resources, and coordinate communication and alignment across the Partnership.	All	Completed

Action no.	Comments	Lead	Outcome
Thursday 26 March 2026			
06/26a	JC noted that future board meetings would include transparent reporting on how Partnership funds have been allocated and spent, ensuring accountability. IV to produce financial report for the OED Executive Board and the wider OEDPF.	IV	Ongoing
06/26b	JC/IV allocate an additional £2,000 to the VCSE backfill fund, to be distributed by Ottery Help Scheme, and ensure transparency and accountability in reporting fund usage at a future board meeting.	JC/IV	Completed
07/26	JC/IV/FC to create and circulate a diagram mapping the governance structure, including subgroups, meeting frequency, and involved parties, to provide clarity for all members.	JC/IV/FC	Ongoing

PRESENT:			
Amy Slater	AS	Royal Devon University Healthcare NHS Foundation Trust	Health Inequalities Programme Support Officer (Observer)
Andy Stapley	ASt	Eastern Primary Care Collaborative Board	Chair, Eastern Primary Care Collaborative Board
Brett Elliott	BE	West Devon CVS	Chief Officer
Caroline Stead	CS	NHS Devon	System Delivery and Improvement Lead (Observer)
Ellie Barnes	EB	East Devon VCSE Network	East Devon VCSE Network Co-ordinator
Dr Emma Green	EG	St Thomas Medical Group/Exeter West PCN	Exeter Primary Care Ltd
Fiona Carden	FC	CoLab Exeter	CEO and Director of Learning
Isobel Vanstone	IV	Royal Devon University Healthcare NHS Foundation Trust	Senior Administrator to the Partnership Team
Jeff Chinnock	JC	Royal Devon University Healthcare NHS Foundation Trust	Associate Director of Partnerships
Jo Shill	JS	NHS Devon	Quality Assurance Lead
Kerry Durkin	KD	Devon Partnership NHS Trust	Head of Partnerships
Rachael Mccarthy	RM	Devon County Council	Senior Public Health Registrar
Rachel Wigglesworth	RW	Devon County Council	Deputy Director of Public Health
Richard Foxwell	RF	Wellmoor	Chair and Joint Chair of Unpaid Carers Partnership
Stephen Clayton	SC	Exeter City Council	Head of Service – Customers and Communities
Apologies			
Ben Feasey	BF	Devon Communities	Community Development Officer
Karen Barry	KB	NHS Devon	Locality Director for South and West Devon
Katheryn Hope	KH	Involve Mid Devon	Chief Officer
Dr Lynsey Webb	LW	Royal Devon University Healthcare NHS Foundation Trust	Deputy Medical Director, Community Care Group
Matthew Blythe	MB	East Devon District Council	Assistant Director – Environmental Health
Stephen Walford	SW	Mid Devon District Council	Chief Executive
Sophie Markevics	SM	Royal Devon University Healthcare NHS Foundation Trust	Assistant Director of Therapy
Dr Sonja Manton	SM	Devon Partnership Trust	Director of Strategy
Zoe Harris	ZH	Royal Devon University Healthcare NHS Foundation Trust	Care Group Director, Community Care Group

