

## AGENDA: Healthwatch Kingston upon Thames Board Meeting

Published 22.05.19 on [www.healthwatchkingston.org.uk](http://www.healthwatchkingston.org.uk)

For enquiries on this agenda, please contact: Stephen Bitti 020 8974 6629 [stephen@healthwatchkingston.org.uk](mailto:stephen@healthwatchkingston.org.uk)

**To be held on Wednesday 29 May 2019, 5pm - 8pm**

In the Large Committee Room, Kingston Quaker Centre, Fairfield East, Kingston upon Thames, KT1 2PT

### PART A (OPEN MEETING):

Members of the public are welcome to attend this part of the meeting.

No	Item	Lead(s)	Paper(s)	Time
<b>STANDING ITEMS (15 min)</b>				
1.	Welcome and apologies for absence	LM	-	17.00
2.	Declarations of interest	LM	-	
3.	Approval of PART A Minutes held 20.03.19	LM	✓	
4.	Action log of PART A Minutes held 20.03.19	LM	✓	
<b>FOR DISCUSSION AND/OR DECISION</b>				
5.	Chair's report (10 min)	LM	✓	17.15
6.	Finance report (15 min)	NS	✓	17.25
7.	Chief Officer's report (20 min)	SB	✓	17.45
8.	Freedom of Information Policy (5 min)	JW	✓	17.50
9.	Conflict of Interest Policy (5 min)	JW	✓	17.55
<b>FOR INFORMATION</b>				
10.	Project and Outreach Officer reports (10 min)	ABY/SBA	✓	18.00
11.	Task Group Chair reports: (discussed at pre-meeting) <ul style="list-style-type: none"> <li>• Hospital Services</li> <li>• Mental Health</li> <li>• Community Care</li> </ul>	GG TW NS	✓ ✓ ✓	- - -
12.	Safeguarding report (discussed at pre-meeting)	GS	✓	-
13.	AOB (5 min)	LM	-	18.10
14.	Confirmation of dates/times for 2019 meetings: (5 min) <ul style="list-style-type: none"> <li>• <b>Wednesday 31 July 2019, 5-8pm</b> NB. Board will review - Code of Conduct (SB) and Communications &amp; Media Policy (WO)</li> <li>• <b>Tuesday 24 September 2019, 5-8pm</b> NB. Board will review - Complaints Policy (GS) and Whistleblowing Policy (JW)</li> <li>• <b>Tuesday 26 November 2019, 5-8pm</b> NB. Board will review - Equality &amp; Diversity Policy (NS) and Enter &amp; View Policy (SB)</li> </ul>	LM	-	18.15
15.	Close of PART A	LM	-	18.20

### Board Members (PART A):

Liz Meerabeau (LM)	HWK Chair/Trustee Board Member
Nigel Spalding (NS)	HWK Treasurer/Trustee Board Member
Grahame Snelling (GS)	HWK Trustee Board Member
Nike Alesbury (NA)	HWK Trustee Board Member
William Ostrom (WO)	HWK Trustee Board Member

James Waugh (JW)	HWK Trustee Board Member
Winifred Groves (WG)	HWK Trustee Board Member
Scotty McLeod (SM)	HWK Trustee Board Member

**Attendees (PART A):**

Graham Goldspring (GG)	HWK Active Affiliate, Chair of the Hospital Services Task Group
Tony Williams (TW)	HWK Active Affiliate, Chair of the Mental Health Task Group
Stephen Bitti (SB)	HWK Chief Officer
Adelaide Boakye-Yiadom (ABY)	HWK Projects and Outreach Officer
Scott Bacon (SBA)	HWK Projects and Outreach Officer (Learning Disabilities)
Annette Harris (AH)	HWK Administrator (Minutes)

**PART B (CLOSED MEETING):**

The HWK Board has resolved to go into a private session because discussions might include prejudicial terms. Due to confidential nature of the business covered in this part of the meeting, only Board Members are able to be present for this part of meeting plus an agreed minute taker in attendance.

No	Item	Lead	Paper(s)	Time
<b>FOR DISCUSSION AND/OR DECISION</b>				
1.	Approval of PART B Minutes held 30.01.19 (10 min)	LM	✓	18.25
2.	Health Overview Panel (5 min)	LM	✓	18.35
3.	Staff and Recruitment update (10 min)	SB	✓	18.40
4.	Risk Log (5 min)	JW	✓	18.50
5.	AOB (5 min)	LM	-	18.55
6.	CLOSE	LM	-	19.00

**Board Members (PART B):**

Liz Meerabeau (LM)	HWK Chair/Trustee Board Member
Nigel Spalding (NS)	HWK Treasurer/Trustee Board Member
Grahame Snelling (GS)	HWK Trustee Board Member
Nike Alesbury (NA)	HWK Trustee Board Member
William Ostrom (WO)	HWK Trustee Board Member
James Waugh (JW)	HWK Trustee Board Member
Winifred Groves (WG)	HWK Trustee Board Member
Scotty McLeod (SM)	HWK Trustee Board Member

**Attendees (PART B):**

Stephen Bitti (SB)	HWK Chief Officer (Minutes)
--------------------	-----------------------------