

AGENDA: Healthwatch Kingston upon Thames Board Meeting

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To be held on Tuesday 26 November 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
STANDING ITEMS (15 min)				
1.	Welcome and apologies for absence	LM	-	17.00
2.	Declarations of interest	LM	-	
3.	Approval of PART A Minutes held 24.09.19	LM	✓	
4.	Action log of PART A Minutes held 24.09.19	SB	✓	
FOR DISCUSSION AND/OR DECISION				
5.	Chair's Report (10 min)	LM	✓	17.15
6.	Finance Report (10 min)	NS	✓	17.25
7.	Safeguarding Report (10 min)	GS	✓	17.35
8.	Operational Report (10 min)	SB	✓	17.45
9.	New Website (10 min)	JHO	-	17:55
10.	NCVO Trustee Conference and Children's and Adults Care and Education Committee (CACE) Feedback (10 min)	NS	✓	18:05
11.	Enter & View Policy (and Enter & View Procedure) - Approval (3 min)	SB	✓	18:15
12.	Complaints Policy and Procedure - Approval (2 min)	SB	✓	18:18
FOR INFORMATION				
13.	AOB (5 min)	LM	-	18.20
14.	Confirmation of dates/times for 2020 meetings: (5 min) <ul style="list-style-type: none"> • Wednesday 29 January 2020, 5-8pm • Wednesday 25 March 2020, 5-8pm • Wednesday 27 May 2020, 5-8pm • Wednesday 29 July 2020, 5-8pm • Wednesday 30 September 2020, 5-8pm • Tuesday 24 November 2020, 5-8pm 	LM	-	18.25
15.	Close of PART A	LM	-	18.30

Board Members (PART A):

Liz Meerabeau (LM)	HWK Chair/Trustee Board Member (Board Lead for Primary Care)
Nigel Spalding (NS)	HWK Treasurer/Trustee Board Member (Board Lead for Social Care)
Grahame Snelling (GS)	HWK Trustee Board Member (Board Lead for Safeguarding)
Nike Alesbury (NA)	HWK Trustee Board Member (Board Lead for Volunteering)
William Ostrom (WO)	HWK Trustee Board Member (Board Lead for Communications)
James Waugh (JW)	HWK Trustee Board Member (Board Lead for GDPR Compliance)
Winifred Groves (WG)	HWK Trustee Board Member (Board Lead for Hospital Services)
Scotty McLeod (SM)	HWK Trustee Board Member (Board Lead for Business Continuity)

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
Scott Bacon (SBA)	HWK Projects and Outreach Officer (Disabilities)
Rona Topaz (RT)	HWK Learning Disabilities Support Officer
Candy Dunne (CD)	HWK Projects and Outreach Officer (Communities)
Persephone Pickering (PP)	Time to Change Kingston Coordinator
Jaimy Halliwell-Owen (JH-O)	HWK Communications and Engagement Officer (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
FOR DISCUSSION AND/OR DECISION				
1.	Safeguarding Training (20 min)	GS	-	18.30
2.	Staff (apart from SB leave meeting) (5 min)	LM	-	18.50
3.	Approval of PART B Minutes held 24.09.19 (2 min)	LM	✓	18.55
4.	Action log of PART B Minutes held 24.09.19 (3 min)	SB	✓	18.57
5.	SWL CCG Board and SWL HW Representation (10 min)	LM/SB	-	19.00
6.	New Lease (10 min)	NS	✓	19.10
7.	Risk Log (10 min)	JW	✓	19.20
8.	HR Update (10 min)	SB	-	19.30
9.	Trustee Lead Areas (10 min)	NS	✓	19.40
10.	Trustee emails/access to SharePoint (Office 365) (5 min)	SM/SB	-	19.50
11.	Future Board Meetings Schedule and AOB (5 min)	SB/LM	-	19.55
12.	CLOSE	LM	-	20.00

Board Members (PART B):

Liz Meerabeau (LM)	HWK Chair/Trustee Board Member (Board Lead for Primary Care)
Nigel Spalding (NS)	HWK Treasurer/Trustee Board Member (Board Lead for Social Care)
Grahame Snelling (GS)	HWK Trustee Board Member (Board Lead for Safeguarding)
Nike Alesbury (NA)	HWK Trustee Board Member (Board Lead for Volunteering)
William Ostrom (WO)	HWK Trustee Board Member (Board Lead for Communications)
James Waugh (JW)	HWK Trustee Board Member (Board Lead for Risk Management)
Winifred Groves (WG)	HWK Trustee Board Member (Board Lead for Hospital Services)
Scotty McLeod (SM)	HWK Trustee Board Member (Board Lead for Business Continuity)

Attendees (PART B):

Stephen Bitti (SB)	HWK Chief Officer (Minutes)
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