

AGENDA: Healthwatch Kingston upon Thames Board Meeting

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

To be held on Wednesday 20th March 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 30.01.19	LM	✓	
4.	Action log of PART A Minutes held 30.01.19 and 27.11.18	LM	✓	
FOR DISCUSSION AND/OR DECISION				
5.	Chair's report, including the Kingston Health and Care Plan action planning and STP update (10 min)	LM	✓	17.15
6.	Finance report, including a review of Financial Procedures (15 min)	NS	✓	17.25
7.	Chief Officer's report (10 min)	SB	✓	17.40
8.	Framework for decisions about HWK work priorities (5 min)	SB	✓	17.50
9.	Generic Terms of Reference for HWK Task Groups (5 min)	SB	✓	17.55
10.	Safeguarding Policy (5 min)	GS	✓	18.00
11.	Disability Confident Assessment and Time to Change Employer Pledge Action Plans (10 min)	SM/SB	✓	18.05
12.	Task Group reports & research priorities for 2019-20 (25 min) <ul style="list-style-type: none"> • Hospital Services Task Group • Mental Health Task Group • Community Care Task Group 	GG TW NS	✓ ✓ ✓	18.15
FOR INFORMATION				
13.	Safeguarding and Community Reference Group report (5 min)	GS	✓	18.40
14.	Project and Outreach Officer reports (15 min)	ABY/LA /SBA	✓	18.45
15.	AOB (5 min)	LM	-	19.00
16.	Confirmation of dates/times for 2019 meetings: <ul style="list-style-type: none"> • Wednesday 29th May 2019, 5-8pm • Wednesday 31st July 2019, 5-8pm • Tuesday 24th September 2019, 5-8pm • Tuesday 26th November 2019, 5-8pm 	LM	-	19.00
17.	Close of PART A	LM	-	19.00

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

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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
Laila Awda (LA)	HWK Projects and Outreach Officer (Minutes)
Scott Bacon (SBA)	HWK Projects and Outreach Officer (Learning Disabilities)

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.	Approval of PART B Minutes held 30.01.19 (5 min)	LM	✓	19.05
2.	Draft Budget 2019-20 (5 min)	NS	✓	19.10
3.	Business Continuity Plan Draft v1 (5 min)	SM/SB	✓	19.15
4.	Health Overview Panel Update (5 min)	LM	✓	19.20
5.	Risk Log (15 min)	JW	✓	19.25
6.	Privacy Statement (10 min)	JW	✓	19.40
7.	SEND (5 min)	JW	-	19.55
8.	AOB	LM	-	20.00
9.	CLOSE	LM	-	20.00

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)
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