

Healthwatch Kingston Upon Thames
 Board Meeting, Tuesday 24th September 2019, 5pm - 7pm
 At Kingston Quaker Centre

DRAFT MINUTES FOR BOARD APPROVAL

PART A (OPEN MEETING)

Present

Liz Meerabeau, HWK Chair/Trustee Board Member	LM	Nigel Spalding, HWK Treasurer/Trustee Board Member	NS
Grahame Snelling, HWK Safeguarding Lead/Trustee Board Member	GS	Winnifred Groves, HWK Trustee Board Member,	WG
James Waugh, HWK Trustee Board Member	JW	Scotty McLeod, HWK Trustee Board Member	SM
Scott Bacon, HWK Projects and Outreach Officer (minutes)	SBA	Stephen Bitti, HWK Chief Officer	SB
William Ostrom, HWK Trustee Board Member	WO	Persephone Pickering, Time To Change Hub Coordinator	PP
Candy Dunne, Projects and Outreach Officer	CD	Nike Alesbury, HWK Trustee Board Member	NA
Sarah Brown, HWK Contract Manager, RBK	SBR	Tonia Michaelides, managing Director of Kingston and Richmond Clinical Commissioning Group	TM

Agenda No.	Item No.	Action
1	<p>Welcome and apologies for absence</p> <p>1.1 Liz Meerabeau (LM), HWK Chair/Trustee Board Member welcomed all. Apologies were received from Jaimy Halliwell Owen (JHO) Communication and Engagement Officer</p>	
2	<p>Declarations of interest</p> <p>2.1 No declarations of interest were raised at the meeting.</p>	

3	<p>Approval of PART A Minutes held 31.07.19</p> <p>3.1 The minutes were approved without amendment</p>	
Agenda No.	Item No.	Action
4	<p>Reappointment of Trustees</p> <p>4.1 Trustees can serve for 3 consecutive periods of 3 years.</p> <p>4.2 NS and GS are finishing their second period on November 2019. Both agreed to a third period with approval from the Board.</p> <p>4.3 NS agreed to continue to serve as Treasurer.</p> <p>4.4 Need to consider recruiting a Trustee/Treasurer before the end of NS final 3 years.</p> <p>4.5 GS agreed to continue to lead on safeguarding in his final 3-year period.</p> <p>4.6 Recruitment for two new Trustees will commence before the end of the year. JW requested recruitment include advertising for a treasurer. SB to work with LM to prepare recruitment pack.</p> <p>4.7 We need a spreadsheet for when renewals are due. We also need a spreadsheet for DBS renewals. SB to work with CD to create and monitor.</p>	<p>4.6 SB/LM</p> <p>4.7 SB/CD</p>
5	<p>Trustee Inductions</p> <p>5.1 NA shared that acronyms are often hard to understand. Is there a brief explanation that could be part of a Trustee Induction? CD agreed this would also be helpful for staff and volunteers.</p> <p>5.2 SM Suggested sharing emails when board members join or setting them up with a healthwatchkingston.org email. SB suggested further discussion at November Board.</p>	
6	<p>SWL Clinical Commissioning Group - Tonia Michaelides, Managing Director of Kingston and Richmond Clinical Commissioning Group</p> <p>6.1 LM welcome TM.</p> <p>6.2 TM presented Moving Forward Together slides on changes to Kingston Clinical Commissioning Group to a SWL CCG structure.</p> <p>6.3 Concern was raised by the Healthwatch Kingston Board that plans for the PLACE Committee and Borough CCG Committee Meeting not happening in public does not display transparency.</p> <p>6.4 LM thanked TM on behalf of the Board.</p>	
7	<p>Introduction Documents with Partners/Acronyms</p> <p>7.1 SB - this exists for key stakeholders and can be widened.</p> <p>7.2 LM - Asked SBR if Kingston Council have one. SBR to share their diagram of work areas with SB. SB to circulate to Board.</p>	<p>7.2 SBR/SB</p>

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	7.3 NA - suggested piecing existing work together to create a guide. SB to work with staff team to create.	7.3 SB/Staff team
15	Confirmation of dates/times for 2019 meeting: <ul style="list-style-type: none">Tuesday 26 November 2019, 5-8pm	
16	Close of PART A	

Signed:

Liz Meerabeau, Chair HWK

Approval Date:

DRAFT for Approval at November Board