

Healthwatch Kingston Upon Thames

Board Meeting, Wednesday 30 March 2022, 5.00pm - 8.00pm

DRAFT PART A MINUTES from 21st December 2021 FOR BOARD APPROVAL

Meeting held remotely on Zoom

PART A (OPEN 'PUBLIC' MEETING)

Present:

Liz Meerabeau, HWK Chair/Trustee Board Member (Board Lead for Primary Care)	LM	Nigel Spalding, HWK Treasurer/Trustee Board Member (Board Lead for Social Care)	NS
Grahame Snelling, HWK Trustee Board Member (Board Lead for Safeguarding)	GS	Scotty McLeod, HWK Trustee Board Member (Board Lead for Business Continuity)	SMc
William Ostrom, HWK Trustee Board Member (Board Lead for Communications)	WO	Richard Allen, HWK Trustee Board Member	RA
James Waugh, HWK Trustee Board Member (Board Lead for Risk Management)	JW	Stephen Bitti, HWK Chief Executive Officer (minutes)	SB
Kezia Coleman, HWK Projects and Outreach Officer (Disabilities and Mental Health)	KC	Candy Dunne, HWK Deputy Chief Officer	CD

Members of the public attending:

- Justina Jang
- Rashid Laher
- Cllr. George Crivelli (appointed governor for Wandsworth), Council of Governors, Kingston Hospital

Agenda No.	Item No.	Actions
1	<p>Welcome and apologies for absence/Declarations of interest (LM)</p> <p>1.1 LM welcomed all. LM noted apologies from Hen Wright, (HWK Projects and Outreach Officer (Young People and Safeguarding)).</p> <p>1.2 LM asked if there were any declarations of interest. None were raised.</p> <p>1.3 LM noted that sadly, this was WOs last meeting as a member of the Healthwatch Kingston Board as he was stepping down as a Trustee. LM and other members of the Board, thanked WO for his commitment and in particular, his leadership in the area of communications. WO thanked all for the opportunity to support the work of Healthwatch Kingston.</p> <p>1.4 SB to update Companies House and the Charity Commission records to note WO stepping down as Director/Trustee on 31 December 2021.</p>	1.4 SB

	<p>at the CCG Governing Body for that time, but we are now making progress on a CCG (ICS) funded co-ordinator role, similar to a role which has existed in SE London since 2020. This role will be discussed further in Part B.</p> <p>4.2 As in the early months of the pandemic, scheduled meetings involving NHS staff are starting to be cancelled, both at the SWL and local level, and it seems likely that Kingston Council meetings such as the Health and Wellbeing Board in January may be as well, since under the current legislation they cannot take place remotely.</p> <p>4.3 Our HWK staff adopted hybrid working in the autumn but have from the beginning of December reverted to working at home; our Open Meeting on 14th December was planned to be a festive get-together, but sadly we had to revert to Zoom, as we have for this Board meeting. Let's look forward to happier times in 2022, when we can again enjoy each other's company.</p>	
5	<p>Finance Report (RA)</p> <p>5.1 The Board thanked RA for the report and:</p> <ul style="list-style-type: none"> • Noted the statements of income and expenditure for September 2021 - November 2021. • Considered and agreed the addition of a 'Staff project costs' budget line and the additional associated budget expenditure for 2021/22 to engage a freelance report writer between January to March 2022. <p>5.2 JW asked how many reports we could expect for 12 days freelance work. SB noted that based on in-house experiences, he anticipated 3 reports from 12 days work, but this will need exploring with the freelancer as volume of data will determine report content and time required.</p> <p>5.3 The Board asked SB to progress next steps with a freelancer.</p>	5.3 SB
6	<p>Activity Report (SB)</p> <p>6.1 LM requested SB talk through the report, thanked contributors and:</p> <ul style="list-style-type: none"> • Noted the Activity Report Oct-Dec 2021/22. <p>6.2 NS requested the raw data from the residential care survey. CD to send.</p>	6.2 CD
7	<p>AOB</p> <p>7.1 None.</p>	
8	<p>Next Meeting:</p> <p>8.1 Wednesday 30 March 2022, 5pm to 8pm - Virtual/Face-to-Face (tbc).</p>	8.1 SB
9	Close of PART A	

Signed:

Approval Date:

Liz Meerabeau, Chair HWK