

Healthwatch Kingston Upon Thames

Board Meeting, Wednesday 28 July 2021, 5.00pm - 8.00pm

DRAFT PART A MINUTES from 26th May 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/Acting Chair of the Community Care Task Group (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)	SM
William Ostrom, HWK Trustee Board Member (Board Lead for Communications)	WO	Richard Allen, HWK Trustee Board Member	RA
Kezia Coleman, HWK Projects and Outreach Officer (Disabilities and Mental Health)	KC	Stephen Bitti, HWK Chief Officer (minutes)	SB
Rona Topaz, HWK Learning Disabilities Support Officer	RT	Candy Dunne, HWK Deputy Chief Officer	CD
Helena 'Hen' Wright, HWK Projects and Outreach Officer (Young People and Safeguarding)	HW	Graham Goldspring, HWK Active Affiliate Acting Chair of the Hospital Services Task Group	GG
Jaimy Halliwell-Owen, HWK Communications and Engagement Officer	JHO		

Agenda No.	Item No.	Actions
1	<p>Welcome and apologies for absence/Declarations of interest (LM)</p> <p>1.1 LM welcomed all and noted apologies from TW, HWK Active Affiliate Acting Chair of the Mental Health Task Group.</p> <p>1.2 LM asked if there were any declarations of interest. None were raised.</p>	
2	<p>Formal confirmation of new Trustee (LM)</p> <p>2.1 LM formally welcomed Richard Allen (RA) as a new HWK Trustee Board Member.</p> <p>2.2 SB agreed to complete formal paperwork and register RA with Companies House and the Charity Commission.</p>	2.2 LM/SB

3	<p>PART A MINUTES 23 Mar 2021 for approval (LM/SB)</p> <p>3.1 The Board agreed PART A MINUTES 23 Mar 2021 were a true reflection of the Board meeting.</p> <p>Matters arising from PART A MINUTES 23 Mar 2021:</p> <p>Minute 1.3 - RA met with SB</p> <p>Minute 4.1 - SB provided a written update to RBK PH for a paper going to the HWB on where HWK had contributed/was contributing to addressing Health Inequalities in Kingston, and LM/SB will continue to provide updates.</p> <p>Minute 5.1b - is outstanding.</p> <p>Minute 7.1 - Making Safeguarding Personal update covered off in 26 May 2021 Agenda, Activity Report (PART A Item 6 - 26 May 2021).</p>	NS/SB
4	<p>Chair's Report (LM)</p> <p>4.1 LM provided a verbal update to the Board on various meetings attended covering health and care transformation plans.</p>	
5	<p>Finance Report (NS)</p> <p>5.1 The Board thanked NS for the report and:</p> <p>Agreed the proposed revised income and expenditure budgets for 2021/22 (subject to staffing decisions to be taken), noting the implication for the level of reserves to be held at the end of the year, which just exceeds the Reserves Policy requirement.</p>	
6	<p>Activity Report (SB)</p> <p>6.1 The Board thanked SB for the first Activity Report of 2021/22 and other members of the staff team for their contributions/presentations and:</p> <ul style="list-style-type: none"> • Reviewed and Noted the Activity Report • Reviewed and Noted Appendix 6A_Communications and Engagement Report from Mar to May (Item 6 Activity Report_HWK Board 26 May 2021) and Appendix 6B_Comms Report Summary (Item 6 Activity Report_HWK Board 26 May 2021). 	
7	<p>AOB</p> <p>7.1 None.</p>	
8	<p>Next Meeting:</p> <p>8.1 Wednesday 28 July 2021, 5pm to 8pm - confirmed as virtual.</p>	
9	<p>Close of PART A</p>	

Signed:

Approval Date:

Liz Meerabeau, Chair HWK