

## AGENDA: Healthwatch Kingston upon Thames Board Meeting

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To be held on Wednesday 27 May 2020, 5pm - 8pm

Zoom Meeting <https://us02web.zoom.us/j/87544096768?pwd=NWYvRFRxUkovbE01MmwxRHcyems2QT09>

Meeting ID: 875 4409 6768 Password: 279893

### PART A (OPEN MEETING):

The public can join this part of the meeting via the Zoom Meeting link, ID and Password above.

No	Item	Lead(s)	Paper(s)	Time
<b>STANDING ITEMS (10 min)</b>				
1.	Welcome and apologies for absence	LM	-	17.00
2.	Declarations of interest	LM	-	
3.	Minutes from 31.03.20 for approval	LM/SB	✓	17.05
<b>FOR DISCUSSION AND/OR DECISION</b>				
4.	Chair's Report (10 min)	LM	verbal	17.10
5.	Finance Report (10 min)	NS	✓	17.20
6.	Activity Report (20 min)	SB	✓	17.30
<b>FOR INFORMATION</b>				
7.	AOB (5 min)	LM	-	17.50
8.	Re-confirmation of dates/times for quarterly meetings: (5 min) <ul style="list-style-type: none"> <li>• <del>Wednesday 29 July 2020, 5-8pm</del> (Poss. cancel)</li> <li>• <b>Wednesday 30 September 2020, 5-8pm</b></li> <li>• <del>Tuesday 24 November 2020, 5-8pm</del> (Poss. move to Dec)</li> <li>• March 2021 date to be set</li> </ul>	LM/SB	-	17.55
9.	Close of PART A	LM	-	18.00

### 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 Risk Management)
Winifred Groves (WG)	HWK Trustee Board Member (Board Lead for Hospital Care)
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
Candy Dunne (CD)	HWK Projects and Outreach Officer (Compliance and Communities)
Kezia Coleman (KC)	HWK Projects and Outreach Officer (Disabilities and Mental Health)
Rona Topaz (RT)	HWK Learning Disabilities Support Officer
Persephone Pickering (PP)	Time to Change Kingston Hub Coordinator
Jaimy Halliwell-Owen (JHO)	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
<b>FOR DISCUSSION AND/OR DECISION</b>				
1.	Employee Handbook (15 min) (All staff to stay for this item)	NA	✓	18.00
2.	Compliance Update (15 min) (All staff to stay for this item)	SB/CD	✓	18.15
3.	Risk Log (15 min) (All staff to stay for this item)	JW	✓	18.30
4.	HWK Reports 2019/20 (15 min) (All staff to stay for this item)	SB	✓	18.45
5.	COVID-19 Business Continuity Report and Plan (15 min)	SB	✓	19.00
6.	Initial thoughts on continuation of WFH and things to consider for eventual part/full return to office? (15 min)	LM/SB	✓	19.15
7.	Trustee emails/access to SharePoint Update through Office365 (15 min)	SB	verbal	19.30
8.	AOB (15 min)	LM	-	19.45
9.	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 Care)
Scotty McLeod (SM)	HWK Trustee Board Member (Board Lead for Business Continuity)

#### Attendees (PART B):

All staff Items 1-4	HWK Communications and Engagement Officer (Minutes Items 1-4)
Stephen Bitti (SB)	HWK Chief Officer (Minutes Items 5-8)

For enquiries on this agenda, please contact:  
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