

AGENDA: Healthwatch Kingston upon Thames Board Meeting

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To be held on Tuesday 21 December 2021, 5pm - 8pm

Zoom Meeting:

<https://us02web.zoom.us/j/81352795308?pwd=OHBsN1JDQk5VdFFNanFNL0tPYmJ0QT09>

Meeting ID: 813 5279 5308 Passcode: 866563

PART A (OPEN 'PUBLIC' 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 |
|--|--|---------|----------|-------|
| STANDING ITEMS and NHS SWL CCG PRESENTATION and Q&A | | | | |
| 1. | Welcome and apologies for absence/Declarations of interest | LM | - | 17.00 |
| 2. | 'SWL Integrated Care System' - Apologies, this presentation is POSTPONED due to SWL Booster roll out. | | - | |
| 3. | 3a - PART A Minutes from 28.07.21 for approval (5 min) 3b - PART A Minutes from 28.09.21 for approval (5 min) Matters arising from: <ul style="list-style-type: none"> PART A MINUTES 28 Sep 2021 (2.1/6.2/6.3/6.4/8.1) PART A MINUTES 28 July 2021 (2.5) PART A MINUTES 26 May 2021 (2.2) PART A MINUTES 23 Mar 2021 (5.1b) | LM/SB | ✓ | 17.05 |
| FOR DISCUSSION AND/OR DECISION | | | | |
| 4. | Chair's Report (15 min) | LM | - | 17.15 |
| 5. | Finance Report (15 min) | RA | ✓ | 17.30 |
| FOR INFORMATION ONLY | | | | |
| 6. | Activity Report Oct-Dec 2021/22 (5 min) | SB | ✓ | 17.45 |
| 7. | AOB (5 min) | LM | - | 17.50 |
| 8. | Next meeting dates, times (5 min) <ul style="list-style-type: none"> Wed 30 Mar 2022, 5pm to 8pm | LM | - | 17.55 |
| 9. | Close of PART A | LM | - | 18.00 |
| | BREAK (10 min) | | | |

Board Members (PART A):

| | |
|-----------------------|--|
| Liz Meerabeau (LM) | HWK Chair/Trustee Board Member (Board Lead for Primary Care) |
| Nigel Spalding (NS) | HWK Trustee Board Member (Board Lead for Social Care) |
| Grahame Snelling (GS) | HWK Trustee Board Member (Board Lead for Safeguarding) |
| William Ostrom (WO) | HWK Trustee Board Member (Board Lead for Communications and Mental Health) |
| James Waugh (JW) | HWK Trustee Board Member (Board Lead for Risk Management) |
| Scotty McLeod (SM) | HWK Trustee Board Member (Board Lead for Business Continuity) |
| Richard Allen (RA) | HWK Treasurer/Trustee Board Member (Board Lead for Hospital Services) |

Attendees (PART A):

| | |
|--------------------|--|
| Stephen Bitti (SB) | HWK Chief Executive Officer (Minutes) |
| Candy Dunne (CD) | HWK Deputy Chief Officer |
| Kezia Coleman (KC) | HWK Projects and Outreach Officer (Disabilities and Mental Health) |

PART B (CLOSED 'PRIVATE' 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 can 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. | 1a - PART B Minutes from 28.07.21 for approval (5 min) 1b - PART B Minutes from 28.09.21 for approval (5 min) Matters arising | LM/SB | ✓ | 18.10 |
| 2. | SWL ICS Representation (15 min) | LM/SB | oral | 18.20 |
| 3. | Communications Review (15 min) | WO | ✓ | 18.35 |
| 4. | 2022/23 Forward Planning: • HR (10 min) • Proposed Indicative Budget 2022/23 (10 min) • Reserves Policy (5 min) • Trustee Recruitment (10 min) | SB RA/SB NS/RA LM/NS | ✓ ✓ ✓ ✓ | 18.50 19.00 19.10 19.15 |
| 5. | Local Elections 2022 (10 min) | LM/SB | ✓ | 19.25 |
| 6. | Policies & Procedures (10 min) | LM/SB | ✓ | 19.35 |
| 7. | AOB (5 min) | LM | - | 19.45 |
| 8. | CLOSE | LM | - | 19.50 |

Board Members (PART B):

| | |
|-----------------------|--|
| Liz Meerabeau (LM) | HWK Chair/Trustee Board Member (Board Lead for Primary Care) |
| Nigel Spalding (NS) | HWK Trustee Board Member (Board Lead for Social Care) |
| Grahame Snelling (GS) | HWK Trustee Board Member (Board Lead for Safeguarding) |
| William Ostrom (WO) | HWK Trustee Board Member (Board Lead for Communications and Mental Health) |
| James Waugh (JW) | HWK Trustee Board Member (Board Lead for Risk Management) |
| Scotty McLeod (SM) | HWK Trustee Board Member (Board Lead for Business Continuity) |
| Richard Allen (RA) | HWK Treasurer/Trustee Board Member (Board Lead for Hospital Services) |

Attendees (PART B):

| | |
|--------------------|--|
| Stephen Bitti (SB) | HWK Chief Executive Officer (Minutes) |
| Candy Dunne (CD) | HWK Deputy Chief Officer |

For enquiries on this agenda, please contact:
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