

AGENDA: Healthwatch Kingston upon Thames Board Meeting

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To be held on Tuesday 23 March 2021, 5pm - 8pm

Zoom Meeting <https://us02web.zoom.us/j/85052573062?pwd=ekdiRHZlWGMO0FZ0bk1SV29pYjloUT09>

Meeting ID: 850 5257 3062 Passcode: 053276

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 (5 min)				
1.	Welcome and apologies for absence	LM	-	17.00
2.	Declarations of interest	LM	-	
3.	PART A Minutes from 27.01.21 for approval (5 min)	LM/SB	✓	17.05
FOR DISCUSSION AND/OR DECISION				
4.	Chair's Report (15 min)	LM	verbal	17.10
5.	Finance Report (15 min)	NS	✓	17.25
6.	Activity Report (45 min)	SB	✓	17.40
FOR INFORMATION ONLY				
7.	AOB (5 min)	LM	-	18.25
8.	Next meeting: Wednesday 26 May 2021, 5pm to 8pm	LM/SB	-	18.20
9.	Close of PART A	LM	-	18.30

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 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)

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 (Minutes)
Candy Dunne (CD)	HWK Deputy Chief Officer
Kezia Coleman (KC)	HWK Projects and Outreach Officer (Disabilities and Mental Health)
Rona Topaz (RT)	HWK Learning Disabilities Support Officer
Hen Wright (HW)	HWK Projects and Outreach Officer (Young People and Safeguarding)

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.	PART B Minutes from 27.01.21 for approval (5 min)	LM/SB	✓	18.30
2.	Employee Handbook and Policy & Procedures (10 min)	NA	✓	18.35
3.	Risk Log (10 min)	JW	✓	18.45
4.	HWK Contract 2021/22 (10 min)	LM/NS/JW	✓	18.55
5.	Office Move (10 min)	SB/CD	-	19.05
6.	Priorities and Work Programme 2021/22 (30 min)	SB	✓	19.15
7.	HR Update (10 min)	SB	-	19.45
8.	AOB (5 min)	LM	-	19.55
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 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)

Attendees (PART B):

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

For enquiries on this agenda, please contact:
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