

AGENDA: Healthwatch Kingston upon Thames Board Meeting

Published 24.09.21 via email and HWK website.

To be held on Tuesday 28 September 2021, 5pm - 8pm

Zoom Meeting:

<https://us02web.zoom.us/j/88190540796?pwd=Wml4SlYrazFTYjZPSmpaS1AxRDI1dz09>

Meeting ID: 881 9054 0796 Passcode: 496474

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 HWE guest presentation				
1.	Welcome and apologies for absence/Declarations of interest	LM	-	17.00
2.	PART A Minutes from 28.07.21 for approval (5 min) Matters arising	LM/SB	✓	17.05
FOR DISCUSSION AND/OR DECISION				
3.	Chair's Report (15 min)	LM	verbal	17.15
4.	Appointment of Treasurer and Trustee Recruitment (5 min)	LM	verbal	17.30
5.	Finance Report (15 min)	NS	✓	17.35
6.	Activity Report Aug-Sep 2021/22 (20 min)	SB	✓	17.50
FOR INFORMATION ONLY				
7.	AOB (5 min)	LM	-	18.10
8.	Next meeting dates, times (5 min) Tue 21 Dec 2021, 5pm to 8pm Wed 30 Mar 2022, 5pm to 8pm	LM	-	18.15
9.	Close of PART A	LM	-	18.20
	BREAK (10 min)			

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)
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 Trustee Board Member

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)
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 28.07.21 for approval (10 min) Matters arising	LM/SB	✓	18.30
2.	Safeguarding update (10 min)	GS	verbal	18.40
3.	Policies & Procedures (20 min)	NS	✓	18.50
4.	Communications Review (15 min)	WO	✓	19.10
5.	2021/22 Recently agreed project work (5 min)	SB	✓	19.25
6.	2022/23 Forward Planning (15 min) <ul style="list-style-type: none"> • Office Accommodation • Staff • Reserves policy 	SB	✓	19.30
7.	Draft Unaudited Financial Statements for the Year Ended 31 March 2021 (10 min)	NS	✓	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)
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 Trustee Board Member

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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