

## AGENDA: Healthwatch Kingston upon Thames Board Meeting

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Wednesday 11 January 2023, 5pm - 8pm

Join Zoom Meeting

<https://us02web.zoom.us/j/84663795890?pwd=ZUFTMGgyZ0NnNGRwWVFXeYkRJTOTVldz09>

Meeting ID: 846 6379 5890

Passcode: 754161

### PART A (OPEN 'PUBLIC' MEETING):

The public is welcome to join this part of the meeting.

No	Item	Lead(s)	Paper(s)	Time
<b>STANDING ITEMS and new Board appointments</b>				
1.	Welcome and apologies/Declarations of interest (10 min)	LM/CD	-	17.00
2.	PART A Minutes from 28.09.22 for approval (5 min)	LM	✓	17.10
<b>FOR INFORMATION ONLY</b>				
3.	Q3 Chair's Report - Oct-Dec 22 (15 min)	LM	-	17.15
4.	Q3 Finance Report - Oct-Dec 22 (15 min)	EC/SB	✓	17.30
5.	Q3 Activity Report - Oct-Dec 22 (20 min)	CD	✓	17.45
6.	AOB (10 min)	LM	-	18.05
7.	Next meeting date, times: <ul style="list-style-type: none"> <li>• Wed 22 Mar 2023 F2F, location tbc., 5pm to 8pm</li> </ul>	LM	-	
8.	Close of PART A	LM	-	18.15

### Board Members (PART A):

Liz Meerabeau (LM)	HWK Chair/Trustee Board Member (Board Lead for Primary Care)
Eeva Crawley (EC)	HWK Treasurer/Trustee Board Member
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 (Board Lead for Hospital Services)
Justina Jang (JJ)	HWK Trustee Board Member

### Attendees (PART A):

Stephen Bitti (SB)	HWK Chief Executive Officer
Candy Dunne (CD)	HWK Deputy Chief Officer
Scott Bacon (SBa)	HWK Engagement Officer
Kezia Coleman (KC)	HWK Projects and Outreach Officer (Disabilities and Mental Health)
Helena Wright (HJW)	HWK Projects and Outreach Officer (Young People and Safeguarding)
Jaimy Halliwell-Owen (JHO)	HWK Communications Officer (Minutes Part A)
Kathryn Yates (CY)	Kingston resident

**Advance apologies:** Grahame Snelling (GS) - Independent Safeguarding Advisor to the HWK Board

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### 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
<b>FOR DISCUSSION AND/OR DECISION</b>				
1.	Confirmation of appointment of a new HWK Trustee Board Member (5 min)	LM	✓	18.30
2.	PART B Minutes from 28 September 2022 for approval (5 min)	LM	✓	18.35
3.	2023-24 Draft Budget (45 min)	SB/EC	✓	18.40
4.	Risk Log (15 min)	JW	✓	19.25
5.	Review of GDPR Policies and Procedures (15 min)	CD/SB	✓	19.40
6.	AOB (5 min)	LM	-	19.55
7.	CLOSE	LM		20.00

### Board Members (PART B):

Liz Meerabeau (LM)	HWK Chair/Trustee Board Member (Board Lead for Primary Care)
Eeva Crawley (EC)	HWK Treasurer/Trustee Board Member
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 (Board Lead for Hospital Services)
Justina Jang (JJ)	HWK Trustee Board Member
Kathryn Yates (KY)	HWK Trustee Board Member

### Attendees (PART B):

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

Advance apologies: none

For enquiries on this agenda, please contact:  
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