

AGENDA: Healthwatch Kingston upon Thames Board Meeting

Published 19.05.21 via email and HWK website.

To be held on Tuesday 26 May 2021, 5pm - 8pm

Zoom Meeting:

<https://us02web.zoom.us/j/87317776057?pwd=L0YzYTlrVjE1ZWt3dVNQRUpkV3BPQT09>

Meeting ID: 885 0827 1832 Passcode: 294187

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				
1.	Welcome and apologies for absence/Declarations of interest	LM	-	17.00
2.	Formal confirmation of new Trustee (5 min)	LM	-	
3.	PART A Minutes from 23.03.21 for approval (5 min)	LM/SB	✓	17.05
FOR DISCUSSION AND/OR DECISION				
4.	Chair's Report (15 min)	LM	verbal	17.15
5.	Finance Report (15 min)	NS	✓	17.30
6.	Activity Report 2021/22 (60 min)	SB	✓	17.45
FOR INFORMATION ONLY				
7.	AOB (5 min)	LM	-	18.45
8.	Next meeting dates, times: Wed 28 Jul 2021, 5pm to 8pm Tue 28 Sep 2021, 5pm to 8pm Wed 24 Nov 2021, 5pm to 8pm	LM/SB	-	
9.	Close of PART A	LM	-	18.50
	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 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 and 23.03.21 for approval (5 min)	LM/SB	✓	19.00
2.	Employee Handbook/Policies & Procedures (5 min)	NS/SB/CD	verbal	19.05
3.	HWK Annual Report 2020/21 Production Plan (10 min)	SB	✓	19.10
4.	Blended and flexible office/home working plan (15 min)	SB/CD	✓	19.20
5.	HWE Quality Framework (5 min)	SB	verbal	19.35
6.	HR Update (5 min)	SB/CD	verbal	19.40
7.	Board Membership (5 min)	LM	verbal	19.45
8.	Items for July Board (5 min) e.g.Risk Log...	ALL	-	19.50
9.	AOB (5 min)	LM	-	19.55
10.	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 Officer (Minutes)
Candy Dunne (CD)	HWK Deputy Chief Officer

For enquiries on this agenda, please contact:
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