

AGENDA: Healthwatch Kingston upon Thames Board Meeting

Published 23.07.21 via email and HWK website.

To be held on Wednesday 28 July 2021, 5pm - 8pm

Zoom Meeting:

<https://us02web.zoom.us/j/85099614192?pwd=b3UrS1NxWS9ldm9LVTh6bWhQNUx6QT09>

Meeting ID: 850 9961 4192 Passcode: 030766

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. | An introduction to the Healthwatch England Quality Framework - presentation and Q&A (30 min) | Alvin Kinch | ✓ | 17.05 |
| 3. | PART A Minutes from 26.05.21 for approval (5 min) Matters arising | LM/SB | ✓ | 17.35 |
| FOR DISCUSSION AND/OR DECISION | | | | |
| 4. | Chair's Report (10 min) | LM | verbal | 17.40 |
| 5. | Finance Report (10 min) | NS | verbal | 17.50 |
| 6. | Activity Report June-July 2021/22 (30 min) | SB | ✓ | 18.00 |
| FOR INFORMATION ONLY | | | | |
| 7. | AOB (5 min) | LM | - | 18.30 |
| 8. | Next meeting dates, times (5 min) Tue 28 Sep 2021, 5pm to 8pm If moved to quarterly? Proposed: Wed 22 Dec 2021, 5pm to 8pm? (Or, Wed 24 Nov 2021, 5pm to 8pm if we keep bi-monthly) | LM/SB | - | 18.35 |
| 9. | Close of PART A | LM | - | 18.40 |
| | 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 26.05.21 for approval (5 min) Matters arising | LM/SB | ✓ | 18.50 |
| 2. | Safeguarding update (10 min) | GS | verbal | 18.55 |
| 3. | Employee Handbook and Policy & Procedures Reference Document (15 min) | NS | ✓ | 19.05 |
| 4. | Hybrid working and engagement (15 min) | SB | ✓ | 19.20 |
| 5. | Health and Safety Risk Assessment (15 min) | JW/SB/ CD | ✓ | 19.35 |
| 6. | AOB (10 min) | LM | - | 19.50 |
| 7. | 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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