

**AGENDA:**  
**Healthwatch Kingston upon Thames Board Meeting**  
 Published 23.03.22 via email and HWK website.

**To be held on Wednesday 30 March 2022, 5pm - 8pm**

**Zoom Meeting:**

<https://us02web.zoom.us/j/85400532986?pwd=aE9tM3IxandPR2NCaWQ4cnVBMkVaQT09>

Meeting ID: 854 0053 2986 Passcode: 399827

**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
<b>STANDING ITEMS and NHS SWL CCG PRESENTATION and Q&amp;A</b>				
1.	Welcome and apologies for absence/Declarations of interest	LM	-	17.00
2.	PART A Minutes from 21 Dec 2021 for approval (5 min) Matters arising from: PART A MINUTES 21 Dec 2021 (1.4/5.3/6.2/8.1)	LM/SB	✓	17.05
<b>FOR DISCUSSION AND/OR DECISION</b>				
3.	Chair's Report (15 min)	LM	-	17.10
4.	Finance Report (15 min)	RA	✓	17.25
<b>FOR INFORMATION ONLY</b>				
5.	Q4 Activity Report Jan-Mar 22 (10 min)	SB	✓	17.40
6.	AOB (5 min)	LM	-	17.50
7.	Next meeting dates, times (5 min) • 2022/23 dates to be confirmed, 5pm to 8pm	LM	-	17.55
8.	Close of PART A	LM	-	18.00
	BREAK (10 min)			

**Board Members (PART A):**

Liz Meerabeau (LM)	HWK Chair/Trustee Board Member (Board Lead for Primary Care)
Nigel Spalding (NS)	HWK Trustee Board Member (Board Lead for Social Care)
Grahame Snelling (GS)	HWK Trustee Board Member (Board Lead for Safeguarding)
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 Treasurer/Trustee Board Member (Board Lead for Hospital Services)

**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)
Helena Wright (HJW)	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
<b>FOR DISCUSSION AND/OR DECISION</b>				
1.	PART B Minutes from 21 Dec 21 for approval (5 min) Matters arising from: <ul style="list-style-type: none"> <li>PART B MINUTES 21 Dec 2021</li> </ul>	LM/SB	✓	18.10
2.	Board Recruitment <ul style="list-style-type: none"> <li>BoardLead application (10 min)</li> <li>Possible Board Members (10 min)</li> <li>Open Recruitment of Board Members (including Treasurer) (10 mins)</li> </ul>	NS LM/SB NS	✓ Oral ✓	18.15 18.25 18.35
3.	Annual Report 2021/22 (5 min)	SB	Oral	18.45
4.	2022/23 HR and other considerations (15 min)	SB	✓	18.50
5.	Risk Log (30.3.22) and Risk Assessment (30.3.22) (20 min)	JW	✓	19.05
6.	Draft Healthwatch Kingston Strategy 2022-26 (30 min)	SB	✓	19.25
7.	AOB (5 min)	LM	-	19.55
8.	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 Trustee Board Member (Board Lead for Social Care)
Grahame Snelling (GS)	HWK Trustee Board Member (Board Lead for Safeguarding)
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 Treasurer/Trustee Board Member (Board Lead for Hospital Services)

**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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