Healthwatch Kingston Q2 2023/24 Board Meeting AGENDA
(Published 04.10.23 via email and HWK website)
Wednesday 11 October 2023, 5pm – 8pm
This meeting will be held 'in person' (F2F) at:
Kingston Methodist Church, Fairfield South, Kingston, Surrey, KT1 2UJ
PART A (OPEN 'PUBLIC' MEETING): The public is welcome to join this part of the meeting.

No	Item	Lead(s)	Paper(s)	Time
	STANDING ITEMS and new Board appointments			
1.	Welcome and apologies/Declarations of interest (5 min)	LM	-	17.00
2.	Confirmation of appointment to the HWK Board (5 min)	LM	-	17.05
3.	DRAFT PART A Q1 2023-24 Minutes (for approval at Q2 2023-24 Board) (5 min)	LM/SB	✓	17.10
	FOR INFORMATION ONLY			
4.	Q2 2023-24 Chair's Report (15 min)	LM	-	17.15
5.	End of year Trustees Annual Report and Accounts 2022-23 for approval (10 min)	EC/SB	✓	17.30
6.	Q1 and Q2 2023-24 Finance Report (15 min)	EC/SB	✓	17.40
7.	Q2 2023-24 Activity and Communications Reports (20 min)	CD	✓	17.55
8.	AOB (5 min)	LM	-	18.15
9.	Next Board meeting dates, times: (5 min) • Q3 2023-24 Wed 17 Jan Teams, 5pm to 8pm • Q4 2023-24 Wed 10 Apr F2F (location tbc), 5pm to 8pm	LM	-	
10.	Close of PART A	LM	-	18.20

Board Members (PART A):

Liz Meerabeau (LM)	HWK Chair/Trustee Board Member (Board Lead Primary Care)
Eeva Crawley (EC)	HWK Treasurer/Trustee Board Member
James Waugh (JW)	HWK Trustee Board Member (Board Lead Risk Management)
Scotty McLeod (SM)	HWK Trustee Board Member (Board Lead Business Continuity)
Richard Allen (RA)	HWK Trustee Board Member (Board Lead Hospital Services)
Justina Jang (JJ)	HWK Trustee Board Member (Board Lead Women's Health)
Kathryn Yates (KY)	HWK Trustee Board Member (Board Lead Learning Disability & Autism)
Vickie Priest (VP)	HWK Trustee Board Member (appointed 11.10.23)

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)
Hen Wright (HJW)	HWK Projects and Outreach Officer (Safeguarding)
Jaimy Halliwell-Owen (JHO)	HWK Communications Officer **(Minutes Part A)**
Louise Gallagher (LG)	RBK Service Development and Commissioning Lead Kingston Public Health (HWK Contract Manager)

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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
	FOR DISCUSSION AND/OR DECISION			
1.	Welcome and apologies/Declarations of interest (5 min)	LM	-	18.30
2.	DRAFT PART B Q1 2023-24 Minutes (for approval at Q2 2023-24 Board) (5 min)	LM/SB	✓	18.35
3.	HWK Trustee Recruitment (10 min)	LM	-	18.40
4.	Health and Safety Risk Assessment – Dated April 2023 (10 min)	JW/SB/CD	✓	18.50
5.	Revised budget 2023-24 (10 min)	EC/SB	✓	19.00
6.	Activity Plan 2023/24 - update 2023-24 (30 min)	SB	-	19.10
7.	CEO Report (10 min)	SB	✓	19.40
	FOR INFORMATION ONLY			
8.	SWL Joint HW Executive Officer update (5 min)	-	✓	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 Primary Care)
Eeva Crawley (EC)	HWK Treasurer/Trustee Board Member
James Waugh (JW)	HWK Trustee Board Member (Board Lead Risk Management)
Scotty McLeod (SM)	HWK Trustee Board Member (Board Lead Business Continuity)
Richard Allen (RA)	HWK Trustee Board Member (Board Lead Hospital Services)
Justina Jang (JJ)	HWK Trustee Board Member (Board Lead Women's Health)
Kathryn Yates (KY)	HWK Trustee Board Member (Board Lead Learning Disability & Autism)
Vickie Priest (VP)	HWK Trustee Board Member (appointed 11.10.23)

Attendees (PART B):

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

For enquiries on this agenda, please contact: stephen@healthwatchkingston.org.uk