

Healthwatch Kingston Q3 2023/24 Board Meeting AGENDA

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Wednesday 17 January 2024, 5pm - 8pm

This meeting will be held online (via Teams)

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.	DRAFT PART A Q2 2023-24 Minutes (for approval at Q3 2023-24 Board) (10 min)	LM/SB	✓	17.05
FOR INFORMATION ONLY				
3.	Q3 2023-24 Chair's Report (15 min)	LM	✓	17.15
4.	Trustees Annual Report and Accounts 2022-23 (5 min)	EC/SB	✓	17.30
5.	Q3 2023-24 Finance Report (20 min)	EC/SB	✓	17.35
6.	Q3 2023-24 Activity and Communications Reports (30 min)	CD	✓	17.55
7.	AOB (5 min)	LM	-	18.25
8.	Next Board meeting dates, times: (5 min) <ul style="list-style-type: none"> Q4 2023-24 Wed 10 Apr F2F (location tbc), 5pm to 8pm 	LM	-	
9.	Close of PART A	LM	-	18.30

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 agreed minute takers in attendance.

No	Item	Lead	Paper(s)	Time
FOR DISCUSSION AND/OR DECISION				
1.	DRAFT PART B Q2 2023-24 Minutes (for approval at Q3 2023-24 Board) (5 min)	LM/SB	✓	18.45
2.	Revised budget 2023-24 (10 min)	EC/SB	✓	18.50
3.	Proposed budget 2024-25 (15 min)	EC/SB	✓	19.00
4.	Q4 2023-24 Activity Plan (10 min)	SB	✓	19.15
5.	2024-25 Planning Workshop Agenda (10 min)	SB	✓	19.25
6.	CEO Report (10 min)	SB	✓	19.35
FOR INFORMATION ONLY				
7.	SWL Joint HW Executive Officer updates (12 Oct 2023 and 13 Dec 2023) (10 min)	SB	✓	19.45
8.	AOB (5 min)	LM	-	19.55
9.	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 (Minutes Part B when SB presenting)

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