

Healthwatch Kingston Q4 2023-24 Board Meeting AGENDA

(Published 03.04.24 via email and HWK website)

Wednesday 10 April 2024, 5pm - 8pm

This meeting will be held face-to-face,

Canbury Works, Unit 6-7, Canbury Business Park, Elm Crescent, Kingston, KT2 6HJ

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)	KY	-	17.00
2.	DRAFT PART A Q2 2023-24 Minutes (for approval at Q4 2023-24 Board) (5 min) DRAFT PART A Q3 2023-24 Minutes (for approval at Q4 2023-24 Board) (5 min)	KY/SB	✓	17.05
FOR INFORMATION ONLY				
3.	Q4 2023-24 Former Chair's Report (15 min)	LM	✓	17.15
4.	Q4 2023-24 Finance Report (15 min)	EC/SB	✓	17.30
5.	Q4 2023-24 Activity and Communications Reports (30 min)	Staff	✓	17.45
6.	AOB (5 min)	KY	-	18.15
7.	Next Board meeting dates, times: (5 min) <ul style="list-style-type: none"> • Q1 2024-25 Wed 17 July 2024, 5-8pm (MS Teams) • Q2 2024-25 Wed 16 October 2024, 5-8pm (F2F) • Q3 2024-25 Wed 15 January 2025, 5-8pm (MS Teams) • Q4 2024-25 Wed 16 April 2025, 5-8pm (F2F) 	KY	-	
8.	Close of PART A	KY	-	18.20

Board Members (PART A):

Kathryn Yates (KY)	HWK Chair/Trustee Board Member (Board Lead LD & Autism)
Eeva Crawley (EC)	HWK Treasurer/Trustee Board Member
Liz Meerabeau (LM)	HWK Former Chair/Trustee Board Member (Board Lead Primary Care)
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)
Vickie Priest (VP)	HWK Trustee Board Member

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) DRAFT PART B Q3 2023-24 Minutes (for approval at Q4 2023-24 Board) (5 min)	KY/SB	✓	18.30
2.	Revised Proposed Budget 2024-25 (20 min)	EC/SB	✓	18.40
3.	2024-25 Priorities and Activity Plan (10 min)	SB	✓	18.50
4.	CEO Report (10 min)	SB	✓	19.00
5.	Risk Management (Risk Log/H&S Risk Assessment) (30 min)	JW	✓	19.10
FOR INFORMATION ONLY				
6.	SWL Joint HW Executive Officer update (5 min)	SB	✓	19.40
7.	AOB (5 min)	KY	-	19.45
8.	CLOSE	KY		19.50

Board Members (PART B):

Kathryn Yates (KY)	HWK Chair/Trustee Board Member (Board Lead LD & Autism)
Eeva Crawley (EC)	HWK Treasurer/Trustee Board Member
Liz Meerabeau (LM)	HWK Former Chair/Trustee Board Member (Board Lead Primary Care)
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)
Vickie Priest (VP)	HWK Trustee Board Member

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