**AGENDA: Healthwatch Kingston upon Thames Board Meeting**

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**To be held on Wednesday 31 July 2019, 5pm – 8pm**

In the Large Committee Room, Kingston Quaker Centre, Fairfield East, Kingston upon Thames, KT1 2PT

**PART A (OPEN MEETING):**

Members of the public are welcome to attend this part of the meeting.

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| **No** | **Item** | **Lead(s)** | **Paper(s)** | **Time** |
| **STANDING ITEMS** (15 min) | | | | |
|  | Welcome and apologies for absence | LM | - | 17.00 |
|  | Declarations of interest | LM | - |
|  | Approval of PART A Minutes held 29.05.19 | LM | ✓ |
|  | Action log of PART A Minutes held 29.05.19 | LM | ✓ |
| **FOR DISCUSSION AND/OR DECISION** | | | | |
|  | Chair’s report (10 min) | LM | ✓ | 17.15 |
|  | Finance report (10 min) | NS | ✓ | 17.25 |
|  | Annual Report to Companies House (10 min) | NS | ✓ | 17.35 |
|  | Chief Officer’s report (15 min) | SB | ✓ | 17.45 |
|  | Kingston Hospital Trust Board report (10 min) | WG | ✓ | 18.00 |
|  | Communications & Media Policy (5 min) | WO | ✓ | 18.10 |
|  | Code of Conduct (5 min) | SB | ✓ | 18.15 |
| **FOR INFORMATION** | | | | |
|  | Project and Outreach Officer (Learning Disability) (5 min) | SBA | ✓ | 18.20 |
|  | Task Group Chair reports: (discussed at pre-meeting)   * Mental Health * Community Care * Hospital Services | TW  NS  GG | ✓  ✓  ✓ | -  -  - |
|  | Safeguarding report (10 min verbal) | GS | - | 18.25 |
|  | AOB (5 min) | LM | - | 18.35 |
|  | Confirmation of dates/times for 2019 meetings: (5 min)   * **Tuesday 24 September 2019, 5-8pm**   NB. Board will review – Complaints Policy (GS) and Whistleblowing Policy (JW)   * **Tuesday 26 November 2019, 5-8pm**   NB. Board will review – Equality & Diversity Policy (NS) and Enter & View Policy (SB) | LM | - | 18.40 |
|  | Close of PART A | LM | - | 18.45 |

**Board Members (PART A):**

|  |  |
| --- | --- |
| Liz Meerabeau (LM) | HWK Chair/Trustee Board Member |
| Nigel Spalding (NS) | HWK Treasurer/Trustee Board Member |
| Grahame Snelling (GS) | HWK Trustee Board Member |
| Nike Alesbury (NA) | HWK Trustee Board Member |
| William Ostrom (WO) | HWK Trustee Board Member |
| James Waugh (JW) | HWK Trustee Board Member |
| Winifred Groves (WG) | HWK Trustee Board Member |
| Scotty McLeod (SM) | HWK Trustee Board Member |

**Attendees (PART A):**

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| --- | --- |
| Graham Goldspring (GG) | HWK Active Affiliate, Chair of the Hospital Services Task Group |
| Tony Williams (TW) | HWK Active Affiliate, Chair of the Mental Health Task Group |
| Stephen Bitti (SB) | HWK Chief Officer |
| Scott Bacon (SBA) | HWK Projects and Outreach Officer (Learning Disabilities) |
| Jaimy Halliwell-Owen (JH-O) | HWK Communications and Engagement Officer (Minutes) |

**PART B (CLOSED 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 are able to be present for this part of meeting plus an agreed minute taker in attendance.

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| **No** | **Item** | **Lead** | **Paper(s)** | **Time** |
| **FOR DISCUSSION AND/OR DECISION** | | | | |
|  | Approval of PART B Minutes held 29.05.19 (10 min) | LM | ✓ | 18.50 |
|  | Health Overview Panel (5 min) | LM | ✓ | 19.00 |
|  | Staff and Recruitment update (10 min) | SB | ✓ | 19.05 |
|  | HWK Internal Governance Review (20 min) | JW/WG | ✓ | 19.15 |
|  | Review of Trustee Leads - initial discussion (10 min) | LM | - | 19.35 |
|  | AOB (15 min) | LM | - | 19.45 |
|  | CLOSE | LM | - | 20.00 |

**Board Members (PART B):**

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| --- | --- |
| Liz Meerabeau (LM) | HWK Chair/Trustee Board Member |
| Nigel Spalding (NS) | HWK Treasurer/Trustee Board Member |
| Grahame Snelling (GS) | HWK Trustee Board Member |
| Nike Alesbury (NA) | HWK Trustee Board Member |
| William Ostrom (WO) | HWK Trustee Board Member |
| James Waugh (JW) | HWK Trustee Board Member |
| Winifred Groves (WG) | HWK Trustee Board Member |
| Scotty McLeod (SM) | HWK Trustee Board Member |

**Attendees (PART B):**

|  |  |
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| Stephen Bitti (SB) | HWK Chief Officer (Minutes) |