

Healthwatch Kingston Q1 2023/24 Board Meeting AGENDA

(Published 05.07.23 via email and HWK website)

Wednesday 12 July 2023, 5pm - 8pm

Microsoft Teams meeting - Join on your computer, mobile app, or room device,

[Click here to join the meeting](#) Meeting ID: 382 824 550 195 Passcode: HzVt4P [Download Teams](#) | [Join on the web](#)

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 Q4 2022-23 Minutes (for approval at Q1 2023-24 Board) (5 min)	LM/SB	✓	17.05
FOR INFORMATION ONLY				
3.	Q1 2023-24 Chair's Report (15 min)	LM	-	17.10
4.	End of year Accounts 2022-23 (for approval to send to Independent Examiner) (10 min)	EC/SB	✓	17.25
5.	Q1 2023-24 Finance Report (15 min)	EC/SB	✓	17.35
6.	Q1 2023-24 Activity and Communications Reports (20 min)	CD	✓	17.50
7.	HW Kingston Annual Report 2022-23 (5 min)	SB/CD	✓	18.10
8.	AOB (5 min)	LM	-	18.15
9.	Next Board meeting dates, times: (5 min) <ul style="list-style-type: none"> • Q2 2023-24 Wed 11 Oct (tbc) F2F (location tbc), 5pm to 8pm • Q3 2023-24 Wed 17 Jan (tbc) Teams, 5pm to 8pm • Q4 2023-24 Wed 10 Apr (tbc) 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)

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.	a) DRAFT PART B Q4 2022-23 Minutes (for approval at Q1 2023-24 Board) b) DRAFT PART B Q3 2022-23 Minutes (for approval at Q1 2023-24 Board, as these were not tabled at Q4 2022-23 Board) (5 min total for both minutes)	LM/SB	✓	18.35
3.	New HWK contract update (5 min)	SB/All	-	18.40
4.	Finance review - revised budget 2023-24 (10 min)	EC/SB	✓	18.45
5.	Activity Plan 2023/24 and staff resource review - revised 2023-24 (30 min)	SB/All	✓	18.55
6.	Board skills review update and next steps (5 min)	SB	✓	19.25
7.	HWK Trustee Recruitment (10 min)	LM	-	19.30
8.	Health and Safety Risk Assessment - Dated April 2023 (10 min)	JW/SB/ CD	✓	19.40
9.	SWL Joint HW Executive Officer update (5 min)	SB	✓	19.50
10.	AOB (5 min)	LM	-	19.55
11.	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)

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