

<b>Healthwatch Kingston Board Meeting (Part A)</b>	<b>Date:</b> Wednesday 29 January 2019
<b>Report Title: Reviewing and producing HWK Policies and Procedures</b>	<b>Author:</b> Nigel Spalding, Trustee, NS
<b>PART A Agenda Item: 9</b>	<b>Appendix:</b> No

### FOR DISCUSSION AND/OR DECISION

The Board is asked to:

- review the attached schedule for reviewing the existing HWK policies and procedures and for approving new policies and procedure and to decide:
  - a. Whether any adjustments are needed to the timetable; and
  - b. Who will take the lead in reviewing the documents for which there is no identified lead person.

Arrangements for a review of the Staff Handbook are covered elsewhere on the agenda.

Arrangements for approving and reviewing HWK Policies and Procedures (v16.1.18)

See <http://www.healthwatchkingston.org.uk/governance> for (most of) the documents\*

<b>Policy or Procedure</b>	<b>Date when the last version as approved by the Board</b>	<b>Published on the HWK website*</b>	<b>Planned/proposed date for board to review</b>	<b>Lead person</b>
Volunteer Policy	A draft revised policy was reviewed September 2018 and amendments were noted in the minutes. A final version still needs to be prepared and approved.	No	Final approval on Wednesday 30 <sup>th</sup> January 2019	Stephen to finalise for approval
Terms of reference for HWK Task Groups	March 2017	No	Wednesday 30 <sup>th</sup> January 2019	Stephen
Decision-Making Policy and Procedure	December 2015	Yes	Wednesday 30 <sup>th</sup> January 2019	Nigel
Safeguarding Policy and Procedure	A draft was reviewed at the March 2018 meeting and comments made. But a final version has not been approved	Page still displays the Dec 2015 version which needs replacing once the new version is finalised.	Approval of final version on 20 <sup>th</sup> March 2019	Grahame/Stephen to finalise for approval
Privacy Statement	May 2018	Published on the HWK website in the footer of each web page (HWE template) as 'Privacy Statement'.	20 <sup>th</sup> March 2019	James
Retention and Record Keeping Policy and Procedure		Linked to the above and was agreed to be drafted when Privacy Policy was reviewed.	20 <sup>th</sup> March 2019	James

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Business Continuity	New	N/A	20 <sup>th</sup> March 2019	Scotty
Health and Safety Policy and Risk Assessment	May 2018	No	29 <sup>th</sup> May 2019	Nigel
Freedom of Information Policy and Procedure	December 2015	Yes	29 <sup>th</sup> May 2019	James
Conflict of Interest Policy and Procedure	December 2015	Yes	29 <sup>th</sup> May 2019	James
Code of Conduct	December 2015	Yes	31 <sup>st</sup> July 2019	?
Communication, Engagement and Media Policy	December 2015	Yes	31 <sup>st</sup> July 2019	?
Complaints Policy & Procedure	December 2015	Yes	September 2019	?
Escalation Policy & Procedure	December 2015	Yes	September 2019	?
Equality and Diversity Policy and Procedure	December 2015	Yes	November 2019	?
Enter and View Policy & Enter and View Procedure (two documents)	December 2015	Yes	November 2019	?