

## Healthwatch Kingston Q1 2024-25 Board Meeting AGENDA

(Published 11.07.24 via email and HWK website)

**Wednesday 31 July 2024, 5pm - 8pm**

**This meeting will be held on MS Teams**

[Click here to join the meeting](#)

Meeting ID: 340 043 144 896 Passcode: cBmAuH [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
<b>STANDING ITEMS (and new Board appointments)</b>				
1.	Welcome and apologies/Declarations of interest (5 min)	KY	-	17.00
2.	DRAFT PART A Q4 2023-24 Minutes (for approval at Q1 2024-25 Board) (5 min)	KY/SB	✓	17.05
<b>FOR INFORMATION/DISCUSSION and/or DECISION</b>				
3.	Q1 2024-25 Finance Report (15 min)	EC/SB	✓	17.10
4.	Q1 2024-25 Activity and Communications Reports (30 min)	Staff/ GS	✓	17.25
5.	AOB (5 min)	KY	-	17.55
6.	Next Board meeting dates, times: (5 min) <ul style="list-style-type: none"> <li>• Q2 2024-25 <b>Wed 16 October 2024</b>, 5-8pm (F2F)</li> <li>• Q3 2024-25 <b>Wed 15 January 2025</b>, 5-8pm (MS Teams)</li> <li>• Q4 2024-25 <b>Wed 16 April 2025</b>, 5-8pm (F2F)</li> </ul>	KY	-	
7.	Close of PART A	KY	-	18.00

### 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)
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 (Board Lead Community Care)

### 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 ( <b>Minutes Part A</b> )
Jill Praver (JP)	HWK Projects Officer, Enter and View
Louise Gallagher (LG)	RBK Service Development and Commissioning Lead Kingston Public Health (HWK Contract Manager)
Grahame Snelling (GS)	Independent Safeguarding Advisor

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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
<b>FOR INFORMATION/DISCUSSION and/or DECISION</b>				
1.	HWK Audit-Healthwatch England Accessibility Guidance (15 min)	JHO	✓	18.10
2.	DRAFT PART B Q4 2023-24 Minutes (for approval at Q1 2024-25 Board) (5 min)	KY/SB	✓	18.25
3.	Q1 2024-25 Chair's Discussion (30 min)	KY	✓	18.30
4.	2024-25 Priorities and Activity Plan (10 min)	SB	✓	19.00
5.	CEO PART B Report to the Board (10 min)	SB	✓	19.10
6.	GDPR/Cyber Security update (15 min)	CD	verbal	19.20
7.	Risk Log and Health & Safety Risk Assessment updates (5 min)	SB	verbal	19.35
8.	Staff and Board Skills Development Plan update (5 min)	SB/CD	verbal	19.40
<b>FOR INFORMATION ONLY</b>				
9.	SWL Joint HW Executive Officer update (10 min)	SB	✓	19.45
10.	AOB (5 min)	KY	-	19.55
11.	CLOSE	KY		20.00

### 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)
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 (Board Lead for Community Care)

### 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)
Jaimy Halliwell-Owen (JHO)	HWK Communications Officer (to present PART B Item 1)

For enquiries on this agenda, please contact: [stephen@healthwatchkingston.org.uk](mailto:stephen@healthwatchkingston.org.uk)