

## Healthwatch Kingston Q2 2024-25 Board Meeting AGENDA

(Published 09.10.24 via email and HWK website)

**Wednesday 16 October 2024, 5pm - 8pm**

This meeting will be held face-to-face  
Pixton Room, Canbury Works, Canbury Business Park, Units 6 & 7,  
Elm Cres, Kingston upon Thames 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
<b>STANDING ITEMS (and new Board appointments)</b>				
1.	Welcome and apologies/Declarations of interest (5 min)	KY	-	17.00
2.	DRAFT PART A Q1 2024-25 Minutes (from 31 July) for approval at Q2 2024-25 Board) (5 min)	KY/SB	✓	17.05
<b>FOR INFORMATION/DISCUSSION and/or DECISION</b>				
3.	Q2 2024-25 Finance Report (15 min)	(EC)/SB	✓	17.10
4.	Q2 2024-25 Activity and Communications Reports (30 min)	Staff	✓	17.25
5.	AOB (5 min)	KY	-	17.55
<b>FOR INFORMATION only</b>				
6.	Next Board meeting dates, times: (5 min) <ul style="list-style-type: none"> <li>• Q3 2024-25 Wed 15 January 2025, 5-8pm (MS Teams)</li> <li>• Q4 2024-25 Wed 16 April 2025, 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 (Apologies in advance)
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)
Vickie Priest (VP)	HWK Trustee Board Member (Board Lead Community Care) (Apologies in advance)

### 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 (JH-O)	HWK Communications Officer (Minutes Part A)
Jill Prawer (JP)	HWK Projects Officer, Enter and View
Louise Gallagher (LG)	RBK Service Development and Commissioning Lead Kingston Public Health (HWK Contract Manager)
Alyssa Chase-Vilchez (AC-V)	HW in SWL Executive Officer (to present PART B Item 1)

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

**10-minute break (18.00-18.10)**

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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/presenters in attendance.

No	Item	Lead	Paper(s)	Time
<b>FOR INFORMATION/DISCUSSION and/or DECISION</b>				
1.	Q2 2024-25 Chair's Discussion - HW and SWL (30 min)	KY/AC-V	✓	18.10
2.	DRAFT PART B Q1 2024-25 Minutes (from 31 July) for approval at Q2 2024-25 Board) (5 min)	KY/SB	✓	18.40
3.	HWE Lead Officer/Board Quarterly Meetings update (15 min)	SB/LM	verbal	18.45
4.	2024-25 Priorities and Activity Plan update (10 min)	SB	Present. at meeting	19.00
5.	CEO PART B Report to the Board (15 min)	SB	✓	19.10
6.	Staff and Board Skills Development Plan update (10 min)	SB/CD	verbal	19.25
7.	2025-26 Forward Plans (25 min)	SB/(EC)	Present. at meeting	19.25
<b>FOR INFORMATION ONLY</b>				
8.	AOB (5 min)	KY	-	19.55
9.	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 (Apologies in advance)
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)
Vickie Priest (VP)	HWK Trustee Board Member (Board Lead for Community Care) (Apologies in advance)

### 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)
Alyssa Chase-Vilchez (AC-V)	HW in SWL Executive Officer (to present PART B Item 1)