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| **Healthwatch Greenwich Ltd**  **Board Meeting Minutes – PART 1 – FOR PUBLICATION** | | |
| **17/09/22** | **1000 – 1200** | **Teams Meeting** |
| **Chair** | David Thompson (DT) Co-Chair | |
| **Present** | **Directors:**  Anu Massey (AM) Co-Chair  David Thompson (DT) Co-Chair  Lynne Gilchrist (LG) Board Member  Lola Kehinde (LK) – Board Member  Dmytro Chupryna (DC) Board Member  Tobi Aigbogun (TA) Board Member  Bev Tanner (Pro-bono financial advisor) | |
| **Attending** | Joy Beishon (JB) – Chief Executive | |
| **Apologies** | n/a | |
| **Update** | | |
| **Minutes of previous meeting:**   * May 14th 2022 minutes agreed as correct.   **Matters arising**   * DT appointed as co-chair with AM  |  |  | | --- | --- | | **Actions:** | **Person responsible:** | | Recruitment of new board member to start, seeking marketing / comms skills. | JB | | Action Plan for QF to come to Dec Board meeting | JB |   **CEO report**   * CEO report agreed.   **South East London Healthwatch Reference Group (SELHWRG)**   * ToR agreed. * TA agreed as HWG Board representative.  |  |  | | --- | --- | | **Actions:** | **Person responsible:** | | TA to update Board on activity of Reference Group at future HWG Board meetings | TA |   **Finance report**   * Finance report agreed with caveat that Board meetings are out of sync with finance reports. * Board to welcome new Treasurer to HWG Board at the December 2022 meeting. * Bookeeper will continue to provide services for HWG and will give substantial notice prior to retirement. * Unity Trust account due to complete at end of Sept. * The board continued discussion of the merits of a finance sub-committee.  |  |  | | --- | --- | | **Actions:** | **Person responsible:** | | Board dates for 2023 to be adjusted to mirror presentation of quarterly accounts. | JB/BT | | Bev to mentor/support Joshua. | BT/JV | | Joshua to lead on 2nd new bank account. | JV/BT/JB | | Special finance meeting to be held to review forward financial position/impact of longer staff contracts. | BT/JV/JB | | Budgeting cycle to begin. | BT/JV/JB |   **Safeguarding report**   * A number of new safeguarding issues were shared with the Board, most reflected MH concerns. Our role as HW Greenwich is to signpost people to the right agencies and where appropriate to alert the agency. Our safeguarding policy can be found here: [Our policies | Healthwatch Greenwich](https://healthwatchgreenwich.co.uk/report/2022-06-29/our-policies). We are working on creating an agreed protocol with relevant agencies for safeguarding concerns.  |  |  | | --- | --- | | **Actions:** | **Person responsible:** | | Mental Health first-aid training to be offered to all staff | JB | | Arrange agreed pathway with Oxleas for MH safeguarding contacts. | JB |   **Risk Register**   * Reviewed by the Board.  |  |  | | --- | --- | | **Actions:** | **Person responsible:** | | Finance risks to be reviewed. | BT/JV/JB |   **AOB**   * None. | | |
| **Next Board meeting** | | |
| **Date:** Sat, 3rd Dec 2022  **Time:** 10am – 1pm  **Venue:** Woolwich Centre | | |
| **Agreed as correct by Board:**  **Signed:** David Thompson | | |