

|  |  |  |  |
| --- | --- | --- | --- |
| **Healthwatch Greenwich Ltd**  **Board Meeting Minutes – PART 1 – FOR PUBLICATION** | | | |
| **10/5/21** | **5:30 - 7:00pm** | **Teams Call** | |
| **Chair** | Lynne Gilchrist (LG) | | |
| **Present** | **Directors:**  Lynne Gilchrist (LG) – Board Member  David Thompson (DT) – Board Member  Karen Wint (KW) - Board Member  Amanda Adegboye (AA) – Board Member  Lola Kehinde (LK) – Board Member | | |
| **In attendance** | Joy Beishon (JB) – Chief Executive  Folake Segun (FS) – Director SEL HW (present for item 3 on the agenda ‘ICS Developments’)  Anu Massey (AM) – Observer  Tobi Aigbogun (TA) - Observer | | |
| **Apologies** | Dmytro Chupryna (DC) – Board Member  Rob Lee (RL) - Observer | | |
| **Update** | | | |
| **Minutes of previous meeting:**   * Agreed as correct.   **Matters arising:**   * The Board welcomed Anu Massey and Tobi Aigbogun as observers and looked forward to them joining the Board, as full members, over the coming months. The Board noted Rob Lee was unable to join the meeting but would attend the next Board meeting in July. * In continuing the transition towards greater ownership of activities/themes (at strategic level) by Board members: * RL will offer additional Board support and assurance for marketing and communications. * TA will offer additional Board support and assurance for community engagement, with reference to SDG 3 [Sustainable Development Goal 3 - Wikipedia](https://en.wikipedia.org/wiki/Sustainable_Development_Goal_3) * AM will offer additional Board support and assurance for governance/legal. * The Board will continue to seek a treasurer. * Karen Wint stood down as a Board Member. The Board thanked Karen for her long-standing contribution and her input both on the Board and the support she has given the CEO. * Board awayday (date tbc) to focus on Board effectiveness. * The Quality Framework (QF) was received. The Board noted the extensive volume of work required to complete the self-assessment. An additional meeting will be scheduled to agree the priorities to work on (RAG amber of red in the QF) * The Strategic Plan for 2021/22 was received. The Board noted the operational nature of the document and requested a less granular version. * Clearer direction to be given to the Board on what input or decisions are required on each paper shared/presented. * The next Board meeting (12th July) will be held f2f – with informal refreshments afterwards.   **CEO report**  Report taken as read. JB highlighted key items from the report.  **Staff team**   * Staff proposal agreed by the Board.   **Finance report**   * Contract arrangements have been confirmed.   **Safeguarding report**   * No safeguarding issues for HWG reported.   **Risk report**   * No new risks noted.   **AOB**   * Date of next meeting confirmed: 12th July 2021, 5:30 – 7pm, venue tbc. | | | |
| **Actions:** | | | **Person responsible:** |
| * Quality Framework – dates for additional meeting to discuss. * Board Awayday – date and venue to be agreed. * Board induction e-module to be completed by all Board members before 12th July (next Board meeting) * Venue for next Board meeting to be arranged. * Shortened version of Strategic plan for next Board meeting. * Agenda to articulate action required from the Board on each paper. | | | * JB * ALL * ALL * JB * JB * JB |
| **Next meeting** | | | |
| **Board meeting:**  **Date:**  12th July 2021  **Time:** 5:30  **Venue:** tbc | | | |
| **Agreed as correct by Board:**  **Signed (Chair): Lynne Gilchrist** | | | |