





**Board of Directors Meeting**  
 Wednesday 4<sup>th</sup> August 2021, 2pm - 4pm  
 Online via Zoom






**Join Zoom meeting:**

<https://us02web.zoom.us/j/85349661777?pwd=L2NkTFE0VVV3UXY4b0tDbUJUU2pMZz09>

**Meeting ID: 853 4966 1777**

**Passcode: 275465**

Purpose		To discuss the progress since the last meetings on several projects and to update on meeting progression.			
Item		Lead	Type	Time	Papers
1	Welcome and apologies Notification of Any Other Business	BM		2.00	
2	Minutes of previous meeting held on 10 <sup>th</sup> May 2021 <i>for agreement</i> Minutes of previous extraordinary meeting held on 14 <sup>th</sup> June 2021 <i>for agreement</i> Minutes of previous meeting held on 8 <sup>th</sup> July 2021 <i>for agreement</i> Minutes signed	BM		2.05	 DRAFT Board Meeting Minutes 10C  DRAFT - Extra board meeting notes 14062  CONFIDENTIAL - DRAFT Board Meetin
3	Matters arising ( <i>not covered elsewhere on the Agenda</i> )	BM		2.10	
4	Board change debrief	BM	Discussion	2.15	
5	Agree complaint position and final response	BM	Discussion	2.20	
6	Recruitment of new Chair	BM	Discussion	2.30	
7	Project updates <ul style="list-style-type: none"> <li>• Long Covid</li> <li>• Care Homes Report</li> <li>• Dentistry</li> <li>• Population Health</li> <li>• SWL &amp; St G 2k Engagement</li> <li>• Other?</li> </ul>	PF	For info	2.40	
8	Our LBS Contract/Making Informed Choices	PF	For info	2.55	
9	Quality Framework - link below <i><u>The Quality Framework: How can it help you?</u></i> <i><u>/Healthwatch Network website (staff)</u></i>	PF	For Action	3.00	
10	Finance <ul style="list-style-type: none"> <li>• Draft Budget 2021-22</li> </ul>	AA	For info	3.10	 HWS Budget 2021-22 Draft.xlsx

11	AGM Planning	PF	Discussion	3.15	
12	Draft Communications Strategy <i>for agreement</i>	PF & GT	Agreement	3.35	 DRAFT Comms Strategy v6.docx
13	Draft Volunteers Handbook & Volunteers Agreement <i>for agreement</i>	PF & GT	Discussion and agreement	3.40	 DRAFT Volunteer Agreement.docx   DRAFT Volunteer Handbook v1.docx
14	Draft Trustee Agreement & Code of Conduct <i>for agreement</i>	PF & GT	Discussion	3.45	 DRAFT Code of conduct policy.docx   DRAFT Trustee agreement.docx
15	Any Other Business	All	Discussion	3.50	
	<b>Date of next meeting:</b> Monday 13 <sup>th</sup> September 2021, 2pm - 4pm				

Please remember to read the enclosed reports and papers before the meeting.

If you have any questions before the meeting, or have problems joining, please contact Gemma on 07726 874282.