

## **MINUTES**

of a meeting of the Management Board  
13 May 2013 (3pm-5pm)

**Present:**

**Directors:**

**Anne-Marie Dean , Chairman**  
**Ian Buckmaster, Company Secretary**

**Joan Smith, Manager**

An apology for absence was received from Hemant Patel.

Adele D'Silva (Havering Education HR) was present for part of the meeting.

Note: all resolutions were passed unanimously

### **13 STRUCTURE OF HEALTHWATCH HAVERING**

The Board considered a paper circulated by the Chairman. Subject to some minor alterations and corrections, it was agreed that:

- A. There should be three categories of membership: Lead Members, Active Members and Supporters.

Lead Members would be the trustees of Havering Healthwatch and, with the Board, manage the organisation. They would have a time commitment of around 5 hours per week. They would be allocated Healthwatch email addresses.

Active Members would not have leadership roles but would be expected to undertake visits and other activities on behalf of Healthwatch, and to represent it at other bodies.

Supporters would not play an active part. They would be kept informed and invited to respond to surveys etc. although they would be welcome to join in activities such as information stands at events if they so wished.

- B. The Management Board would be responsible for the business affairs of the Company and attended only by the directors and manager, though others might be invited as and when needed.

- C. There would be two other boards, a Strategy, Governance and Assurance Board [SGAB] (comprising the Directors, Manager and the Lead Members for Quality, Safety & Risk; Hospital Services; Co-ordinating CCG clusters; and Social Care) and a Policy Advisory Board [PAB] (comprising the Directors, Manager and all Lead Members) .

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The role of the SGAB would be to manage the work of the Members and Supporters of Healthwatch and to scrutinise the Management Board; that of the PAB would be to consider the outcomes of Healthwatch activities and to determine future action.

Further Committees etc. would be established as and when needed.

**14 POLICIES AND FORMS**

Ms D'Silva presented a number of draft policies and forms she had drafted. The drafts were all approved, with some minor and technical amendments.

**15 FUNDING AND CONTRACTS**

Since the last meeting, further contracts had been agreed:

<b>Service</b>	<b>Provider</b>
Pension (for Ms Smith)	Standard Life Assurance Ltd
Landline telephone services	PebbleTree Ltd (T/a Soho66)
Mobile telephone and Wi-Fi services	Hutchison 3G UK Ltd (T/a 3 Network)
CRB checks	UK CRB Ltd
ID cards	ID Monkey Ltd

**16 AUTHORISATION OF MANAGER**

**RESOLVED:**

That the Manager be authorised to act for the Company in all circumstances relevant to her role.

**17 FUTURE MEETINGS**

It was agreed that the monthly meetings of the Management Board should generally take place in the second week of each month, where possible on a Monday.

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Chairman  
14 June 2013