

AGENDA
HEALTHWATCH HAVERING MANAGEMENT BOARD

11 am
TUESDAY, 28 September 2021

By video conference: <https://us02web.zoom.us/j/87237974602>

Or phone in on 020 3481 5240

Meeting ID: 872 3797 4602

1) Apologies

2) Minutes of meeting held 29 June 2021, and any matters arising

Attached

3) Declaration of interests

Members are requested to declare any interest they may have in business before the Board for discussion at this meeting.

4) Chairman's Report

Oral report to be given at the meeting

5) Finance Report

The report for August is attached.

There is nothing to which attention needs to be drawn.

Average monthly expenditure to date is £9,361, slightly lower than in previous years but building up. Monthly average expenditure will become more accurate as the year progresses.

Current reserves are £5,703.07, following the transfer to savings of £574.59 brought forward from 2020/21.

6) **Governance Committee**

To receive the Minutes of the meetings held 13 July, 17 August and 14 September (attached) and to consider any matters arising.

7) **Governance arrangements**

(a) Management Board and Governance Committee

In February 2019, the Management Board established the Governance Committee, initially comprising the three Directors and three volunteer members, later increased to five, elected annually in order to streamline the governance and direction of Healthwatch Havering.

Since its creation, the Committee has evolved to be similar to the Board of Directors of a traditional type of company and this Management Board, designed to ensure that all members were able to participate in governance, has become more a meeting of company members.

Following a further review in the light not only of the evolution of the Governance Committee and the Management Board generally but also particularly during the Covid disruption, the Governance Committee has considered the following changes in governance:

Management Board

As noted earlier, the meeting currently termed “Management Board” has become a general meeting of members. It is proposed that this status be now acknowledged and formally recognised by renaming these meetings as **Members’ Meetings**. Meetings would continue to be held quarterly (and would include the Annual General Meeting in June).

Governance Committee

As the Committee now operates much as a traditional company Board, and the proposed renaming of the current Management Board as Members’ Meetings provides an opportunity for renaming the Committee as a Board. Accordingly, it is now proposed that the Governance Committee be renamed the **Governance Board**. Its membership would be unchanged, comprising the Directors, five elected Members and the two staff Members.

(b) Appointment of Vice-Chairman

The Committee recommends the establishment of a post of Vice-Chairman. The main role of a Vice-Chairman would be to take the chair at meetings should the Chairman be unable to attend but the post holder would also represent Healthwatch Havering at meetings with the local NHS and Havering Council as appropriate and necessary.

The Vice-Chairman would be elected annually from among the volunteer members of the Governance Board. It is also proposed that the post rotate among Committee members as the year progresses.

It is therefore **RECOMMENDED** that:

- 1 With effect from 28 September 2021:
 - (a) The Management Board be redesignated **Members' Meeting**, continuing to meet quarterly (with the Annual General Meeting in June) and
 - (b) The Governance Committee be redesignated the **Governance Board**, with membership continuing to comprise the three Directors, five elected volunteer Members and the two Staff Members.
- 2 The post of Vice-Chairman be established, to be elected from among, and by, the volunteer members of the Governance Board, and with the ability for the post to rotate among the eligible members.

8) Any other business