

AGENDA

HEALTHWATCH HAVERING GOVERNANCE BOARD

**11AM
TUESDAY, 12 APRIL 2022
TO BE HELD AT THE OFFICE**

1 Apologies

2 Declarations of interest

To receive any declarations of interest in the business before the Board

3 Minutes of meeting held 15 March 2022, and any matters arising

Attached.

4 Finance Report

The report for March is attached. Although the financial year has now ended, there are a few residual payments to be made before mid-April; these payments are not reflected in this report. These figures are now subject to audit.

Spending in the month totalled £10,764, which is comparable to recent months, and included the renewal of several annual subscriptions and quarterly payments.

As foreshadowed, the year ended in a small shortfall, £565.95. There are sufficient reserves available to cover the deficit.

5 Directors' roles

The recent appointment of Paul Rose and Ron Wright as Non-Executive Directors (NEDs) has prompted a review of the individual roles of the directors.

Since 2013, Anne-Marie Dean has been Executive Chairman and Ian Buckmaster has been Executive Director and Company Secretary. There is no proposal to alter that arrangement, which has worked well over the past nine years.

For reasons of business continuity, however, it felt that it would be useful to make arrangements for the two Executive Directors to be shadowed formally by the NEDs so that, in the event that either should become indisposed, it will be possible for an informed person at director level step in and deputise.

Following discussion, it is proposed that Ron Wright should shadow Anne-Marie Dean as Chairman and Paul Rose should shadow Ian Buckmaster. It is also proposed that Ron Wright be appointed to the post of Vice-Chairman created last year but currently in abeyance.

The Company has several policy and procedure documents that will require to be updated if these recommendations are approved. They are:

- The Governance Statement
- The Relevant Decision Making Policy

The Board is RECOMMENDED to agree as follows:

- 1 That Non-Executive Directors Paul Rose and Ron Wright be authorised to undertake the following shadow duties:**

Ron Wright – as Chairman of Healthwatch Havering

Paul Rose – as Director and Company Secretary

- 2 That Ron Wright be appointed to the vacant post of Vice-Chairman**
- 3 That, in the event that Ian Buckmaster is unable for any reason to exercise them, Paul Rose be authorised to exercise the day-to-day functions and responsibilities delegated to the Company Secretary for the management of the Company’s affairs, including dealing with the Company’s bank accounts, and payroll and pensions providers.**
- 4 That the Governance Statement and Relevant Decision Making Policy be updated accordingly by the addition of a paragraph reflecting the provisions of recommendations 1 to 3 above.**
- 5 That these decisions be referred to a special Members’ meeting on 21 April 2022 for endorsement.**

6 Engagement projects

(a) Project Plan drafts for discussion and approval

- NEL CCG: Care Home Directed Enhanced Service (DES) – project plan prepared by HW Redbridge. The CCG have provided

full funding c.£35k for this project, which is to be finished by the end of May

(b) Possible projects

An oral up date will be given

(c) Updates

Oral updates will be given on other current projects.

7 Any other business

8 Next meeting

The next meeting is due on Tuesday, 10 May 2022 at the office.