

AGENDA
HEALTHWATCH HAVERING MEMBERS' MEETING

11 am
THURSDAY, 21 April 2022

During the Awayday at Havering Indoor Bowls Club

1) Apologies

2) Declaration of interests

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

3) 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.

The Board accordingly proposes 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 therefore RECOMMENDS:

- 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to the vacant post of Vice-Chairman (and that the previous decision as to who might be appointed to the post be rescinded)**
- 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.**

4) Any other business