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**Minutes of Board meeting in public**

23rd March 2022

Minutes of Board meeting in public

Held via Microsoft Teams

23rd March 2022.

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| --- | --- | --- | --- |
| Present: | Vanessa Barrett | VB | Chair |
|  | David Voysey  David Beechey | DV  DB |
|  | Terry Harte  Bob Welch  Lynn Cawley | TH  BW  LC |
|  | Steve Price  Mark Lacey | SP  ML |
| Guests: | Anne-Marie Fleming  Kate Fejfer  Liz Florendine | AMF  KF  LF |
| Apologies: | Dee Walker  Anne Wignall (delayed) | DW  ALW |
|  |  |  |
| Minutes: | Patricia MacInnes  (Via recording) | PM |

1. **Welcome, Introduction & apologies**

VB welcomed people present

1. **Election of Trustees**

ML was formally introduced to the Board. Recommendation was made for him to be elected as a Board Member.

Agreement was given unanimously for ML to be admitted as member of the Board.

The Board was informed that some trustees had terms of office coming to an end this year:

SP who reported being happy to continue, VB who reported being happy to continue as chair and DW.

**ACTION: SH (Finance Officer) to send correct form to keep the Charity Commission informed.**

**ACTION: LC to speak to DW to ask is she is happy to continue as a member of the Board**

It was also proposed to renew TH terms of office, which was unanimously agreed.

**ACTION: LC to email members of Board with information of Terms of Office and when they end.**

1. **Declarations of Interest**

No new declarations of interest

It was explained that there was currently no formal system to records declaration of interest. The Board was informed that BR drafted a Declaration of Interest policy.

**ACTION: Declaration of Interest policy to be forwarded to the Policy Review Committee for approval (including TH and VB)**

**ACTION: Final policy and updated form to be sent to the Board members to be dully filled in.**

1. **Meet the Team**

Introduction of three new members of staff: Anne-Marie Fleming as Engagement Officer, Kate Fejfer as Engagement Officer for minority groups and Liz Florendine as Communication and Involvement Officer.

Offer was subsequently extended to the Board to be provided with training on the use of Social media so Board members can use their own social media accounts (e.g. Twitter) to promote the work of HWS.

1. **Board Meeting in Public held on 01st December 2021**

Review of the minutes and updates given on previous actions.

Name of Committee corrected, and minutes approved as accurate.

1. **Finance**
2. Management accounts to end January 2022

TH took the Board through the current situation around finance

It was reported that there was a current underspend of £21700. The importance to consider this amount when discussing the budget was expressed. Discussion was had on what HWS could do with the money.

It was explained that although there was still a quarter to go, very little movement in the situation was predicted.

Reminder was expressed for Board members to provide volunteer hours to demonstrate HWS work.

1. **Governance**
2. **Risk management matrix**

Nothing new was added.

1. **Reporting**
2. **Chair’s report**

Update was provided on when the Ockenden report could be expected.

No further questions were asked.

1. **Chief Officer’s report**

LC provided an update on HWS current projects.

The Board was also updated on the partnership working with the ICS and the place of HWS on the Integrated Care System. An update was also provided on the engagement currently being done and the upcoming restart of E&V visits.

1. **Committee report**

Short reports were provided from the Intelligence Committee chair and from the Enter & View Committee.

1. **AOB if notified in advance**

No other Business raised

1. **Questions from the public**

No questions asked

1. **Resolution to manage confidential business in a closed meeting**