

Minutes of HWS Board meeting in public
Held at 2pm in Teme Room, Rocksprings Community Centre
Thursday 22nd November 2018

Present:	Vanessa Barrett	VB	Chair
	Terry Harte	TH	
	Anne Wignall	AW	
	David Beechey	DB	
	Angie Saganowska	AS	
	David Voysey	DV	
	Bob Welch	BW	
	Lynn Cawley	LC	

In attendance: Steph Dunbar Minute Taker

1. Welcome, apologies and introductions

Apologies were received in advance from Steve Price. LC was introduced to the Board as the new Chief Officer for HWS.

2. Declarations of Interest

AW declared her role as President of AgeUK Shropshire, Telford & Wrekin.

3. Board Meeting in Public held on 10th September 2018

a) Approval of minutes

The minutes were agreed for accuracy and signed by the Chair.

b) Action plan

It was noted that the Information Officer would attend the February Board meeting to provide GDPR training to the Board.

c) Matters arising not on the agenda

There were no matters arising.

4. Finance and H.R.

a) Management accounts to end September 2018

The accounts were discussed and accepted by the Board.

b) Volunteer recruitment

SD provided an update, noting that several volunteer enquiries were being followed up. A recruitment drive would take place in the new year.

LC & VB were noted to be following up a Board member enquiry.

c) Engagement Officer recruitment

LC advised that multiple applications had been received for the role; several candidates had been selected for interview on 26th November.

5. Governance

a) Risk management

The updated matrix was discussed and accepted by the Board. It was noted that the matrix would be reviewed internally in January.

6. Reporting

a) Chairs report

A report was provided for information.

b) Board member reports

A report was provided for information.

c) Chief Officers report

A report was provided for information.

7. Current Activities

a) Reports from Committee meetings

i. Enter & View

A report was provided for information.

ii. Intelligence

A report was provided for information.

iii. Marketing

It was confirmed that HWS would share the winter messaging and the appropriate use services over the winter period.

It was agreed to discuss how to encourage the sharing of positive experiences at the next Committee meeting.

Action: Add to marketing agenda

8. A.O.B.- if notified in advance

There was no other business to discuss.

9. Questions from the public

There were no questions.

10. Dates of future Board meetings

Thursday 28th February 2019, *location TBC*

11. Resolution to manage confidential business in a closed meeting

The resolution was agreed.