

## BOARD MEETING AGENDA – Wednesday 15<sup>th</sup> May 2024 10:30am

### Billingshurst Community & Conference Centre

This will be an in-person/virtual MS Teams meeting and will be Chaired on the basis that all participants have [read the published papers](#) in advance and have submitted queries regarding previous minutes, any declarations of Interest and questions with the Healthwatch Manager in advance [board@healthwatchwestsussex.co.uk](mailto:board@healthwatchwestsussex.co.uk)

No	Item	Purpose	Time	Lead	Documents
	<b>Part 1 – Public</b>				
1	Welcome and apologies Introductions: Please introduce yourself in order to test the Owl.  Declarations of Interest – Board members to declare any interests they may have in items of business under discussion and to know that they may be required to withdraw from the meeting during such discussions.	Information	5 mins	Chair	Full <a href="#">board details</a>
2	Approve minutes of previous meeting	Decision	2 mins	Chair	1. Draft Minutes
2.1	Matters arising		2 mins		2. Action Log
3	Board Impact & Performance Report <i>Board to feedback on areas of strength/development and general queries.</i>	Information/ Discussion	20 mins	All	3. Full 4. Compact 5. IHCAS
4	Feedback from meetings: <ul style="list-style-type: none"> <li>Health and Wellbeing Board</li> <li>Health Adult Scrutiny Committee</li> <li>Safeguarding Adult Board</li> <li>Comms &amp; Engagement</li> <li>Stroke Task &amp; Finish</li> <li>Development of ICS and Place-based partnerships</li> <li>Regional and National update</li> <li>Other board member insight</li> </ul>	Discussion	30 mins	Zoey  Zoey  Nigel  Not attended  Jeremy  Zoey  Mark/Kathryn  All	Verbal updates          6. Board update

5	Risk Register	Review/Discussion	10 mins	Chair	7. Updated log
6	Manager's Update Including: <ul style="list-style-type: none"> <li>• Incentives</li> <li>• Merchandise</li> <li>• Stakeholder Annual Survey</li> </ul>	Review / <b>approval</b>	10 mins	Zoey	Verbal update 8. Incentives 9. Merchandise
7	Policies and procedures: Updates to the following policies: <ul style="list-style-type: none"> <li>• Business Continuity Policy (10)</li> <li>• Complaints Policy (11)</li> <li>• Conduct of Board Business (12)</li> <li>• Membership on Partnership Bodies Policy (13)</li> </ul>	For <b>approval</b>	5 mins	Zoey	Verbal update with Papers (10-13, <i>see left</i> )
8	Escalation, insight tracker & learning	Discussion	10 mins	Zoey	Verbal update
9	ICB/HW Liaison Officer updates	Information	10mins	Zoey	Verbal update
10	Quality Assurance Service Review - Independent Health Complaints Advocacy (IHCAS)	Review	5 mins	Zoey	14. IHCAS Action Plan Update
11	AOB:	Discussion	10 mins	All	
<b>2024 Board meetings: August 14<sup>th</sup>, November 13<sup>th</sup></b>					
<b>Part 2: Confidential – Non public</b>					