

**Agenda – Healthwatch Cornwall Board Meeting  
25<sup>th</sup> April 2023 – 10.00am – 12.30pm Truro Library**

This is an “in public” meeting. There is an opportunity for members of the public to bring matters of interest or concern to the attention of the Healthwatch Cornwall Board in item 3. Intention to do so should be notified to Healthwatch Cornwall by 20<sup>th</sup> April 2023. We will note matters raised and reply after the meeting. The meeting will then proceed to the Part 1 agenda, as shown below, which people are welcome to observe.

Part 1: In public agenda

Item	Topic	Presenter	Approval or Information	Timing
1	Welcome and introductions	AP		5
2	Apologies	AP		5
3	Questions and comments from the public	AP		5
4	Declarations of interest	AP		5
5	Minutes of meeting 24 <sup>th</sup> January 2023 and signature of minutes as true record	AP	Approval	5
6	Actions/matters arising	AP	Information / Approval	5
7	Governance <ul style="list-style-type: none"> <li>• Skills Audit report</li> <li>• Governance Action log</li> <li>• Governance Paper</li> </ul>	AP	Approval	15
8	Appointment of Vice-Chair	AP	Approval	5
9	Management Report	MT	Information	10
10	Finance report <ul style="list-style-type: none"> <li>• Q4 accounts 2022/23</li> <li>• Draft 2023/24 budget</li> </ul>	AP	Information Approval Approval	20
11	Risk Register	AP	Approval	5
12	Report from ODAG <ul style="list-style-type: none"> <li>• ODAG recommendations to Board</li> <li>• Additional payments policy</li> <li>• Mentor documents</li> </ul>	RS	Information Approval	5
13	HR Headline report	AO	Information	5
14	Quarterly feedback update	AO	Information	15
15	Policies for review <ul style="list-style-type: none"> <li>• Comments, Compliments &amp; Complaints</li> <li>• Risk Assessments</li> <li>• Probation policy</li> </ul>	AP	Approval	10
16	CEO recruitment	AP	Approval	5
17	Any other business	AP		5
18	Date, time and location of next Board meeting	AP		



**Part 2 – not in public**

1. Lease
2. Honorariums and CEO contingency provisions
3. KMVP, KPJ, PPP – Project hosting, grant funding and entering into contract
4. AOB

