

**Agenda – Healthwatch Cornwall Board Meeting  
25<sup>th</sup> July 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> July 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 25 <sup>th</sup> July 2023 and signature of minutes as true record   | AP        | Approval   | 5      |
| 6    | Actions/matters arising   | AP        | Information / Approval   | 10     |
| 7    | Governance <ul style="list-style-type: none"> <li>Governance Action log</li> <li>Governance Report</li> </ul>   | AP        | Approval   | 20     |
| 8    | Management report <ul style="list-style-type: none"> <li>CEO Report</li> <li>Quarterly feedback</li> <li>Representation list</li> </ul>   | MT        | Information  | 20     |
| 9    | Finance report <ul style="list-style-type: none"> <li>2022/23 accounts</li> <li>Draft 2023/24 budget</li> <li>Q1 2023/24 accounts</li> <li>Risk Register</li> <li>Contracts Register</li> <li>Finance Standard Operational Procedure</li> </ul> | AP        | Approval<br>Information<br>Information<br>Approval<br>Information<br>Information | 20     |
| 10   | Report from ODAG <ul style="list-style-type: none"> <li>ODAG recommendations to Board</li> <li>Director 1-2-1 form, Chair/Vice Chair JDs</li> <li>HR Headline report</li> </ul>   | TC        | Approval<br>Approval<br>Information  | 15     |
| 11   | Appointment of Vice-Chair   | AP        | Approval   | 5      |
| 12   | Policies for review <ul style="list-style-type: none"> <li>Environmental Policy</li> <li>Finance Policy</li> <li>Data Protection Policy</li> <li>Quality Assurance Policy</li> </ul>  | AP        | Approval   | 20     |
| 13   | Any other business  | AP        |  | 5      |
| 14   | Date, time and location of next Board meeting   | AP        |  |        |

