

Agenda
Healthwatch Cornwall Board meeting
Wednesday, September 3, 2014
10am, Large Room at Truro Community Library
Union Place, Truro, Cornwall TR1 1EP

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 2. Intention to do so should be notified to Healthwatch Cornwall by August 27. 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

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| 1. Welcome and Introductions | 5 mins |
| 2. Questions and comments from the Public | 10 mins |
| 3. Apologies | 1 min |
| 4. Minutes of last meeting (attached) | 5 mins |
| • to be signed by chair if agreed as a true record | |
| 5. Actions/Matters arising | 5 mins |
| 6. Conflicts of Interest | 2 mins |
| 7. Activities update | 20 mins |
| ▪ Steering group report | |
| ▪ Evidence and Research update | |
| ▪ Enter and view update | |
| ▪ Marketing and media update | |
| ▪ Outreach update | |
| ▪ Representation report | |
| 8. Chairs Report (to include presentation on the Annual Report) | 10 mins |
| 9. CEO report | 20 mins |
| • Operational matters | |
| • Staffing | |
| • Completed policies and procedures | |
| • AOB | |
| 10. Budget summary | 10 mins |
| • Endorsement of Healthwatch Cornwall CIC accounts for 2013/2014 | |
| 11. Correspondence | 5 mins |
| 12. Risk Register | 5 mins |
| 13. Governance | 10 mins |
| • Healthwatch Cornwall Policies | |
| 14. AOB | 10 mins |
| 15. <u>Date, time and venue of future meetings:</u> | |
| 5 November 2014, 10am in the Large Room, Truro Community Library | |

Part 2: Confidential Issues

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| A) Previous minutes of confidential nature | 5 mins |
| B) Confidential Matters arising from Part 1 | 5 mins |
| C) AOB | 5 mins |