

**Agenda**  
**Healthwatch Cornwall Board meeting**  
**November 18, 2015**  
**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 November 13, 2015. 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. Advising of any other business                         | 2 mins  |
| 4. Apologies  | 1 min   |
| 5. Minutes of last meeting (attached)                     | 5 mins  |
| ▪ to be signed by chair if agreed as a true record        |         |
| 6. Actions/Matters arising                                | 5 mins  |
| 7. Conflicts of Interest                                  | 2 mins  |
| 8. Risk Register  | 10 mins |
| 9. CEO Report   | 10 mins |
| ▪ Steering group update                                   |         |
| ▪ Evidence and Research update                            |         |
| ▪ Volunteer update  |         |
| ▪ Outreach update   |         |
| ▪ Marketing and Comms update                              |         |
| ▪ Representation activity                                 |         |
| ▪ CEO activity  |         |
| ▪ HR issues   |         |
| 10. Chairs Report   | 5 mins  |
| 11. Budget summary  | 5 mins  |
| 12. Correspondence  | 5 mins  |
| 13. Governance  | 15 mins |
| • Proposal for changes to Steering Group                  |         |
| • Office move   |         |
| • 2016 meeting dates                                      |         |
| • Data Protection Policy review- to cover home working    |         |
| • Staff conflict of interests                             |         |
| 14. AOB   | 10 mins |
| 15. <u>Date, time and venue of future meetings:</u>       |         |
| Wednesday February 10, 2016, 10am - venue to be confirmed |         |

**Part 2: Confidential Issues**

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|---|---------|
| A) Previous minutes of confidential nature  | 5 mins  |
| B) Confidential Matters arising from Part 1 | 30 mins |
| C) AOB                                      | 5 mins  |