

General Meeting of the Company

Friday 6th April 2018

The Conference Room, 1 Silver Court, Watchmead, Welwyn Garden City, AL7 1LT

Present: Eve Atkins, Roger Beeching, Alan Bellinger, Geoff Brown, Meg Carter, Michael Downing, Nuray Ercan (minute taker), Brian Gunson, Virginia Kirri-Songhurst, Sundera Kumara-Moorthy, Carol O'Brien, Steve Palmer, Michael Taylor

Apologies: Maryrose Brennan, Errol John, Andrew Stenson, Barbara Suggitt, Jayne Taylor

1. Welcome and Apologies

Michael welcomed everyone. Apologies as above.

2. Re-election of Trustees

The following candidates are standing for re-election:

- Meg Carter
- Brian Gunson
- Sundera Kumara-Moorthy
- Michael Taylor

Our current Chair Michael Downing does not wish to stand for re-election for a 3 year term, but will stand for re-election until a new Chair is elected by Trustees of Healthwatch Hertfordshire.

It was noted that Barbara voted by proxy.

All members of the company agreed to the re-election of all candidates.

3. Election of Trustee

Jayne Taylor stood for election.

It was noted that Barbara voted by proxy in favour of electing Jayne.

All members of the company agreed to the election of Jayne Taylor.

4. Reminder of the process for election of a new Chair of the Board of Trustees and next steps

Geoff reminded attendees of the Articles of Association:

“16.6 The Trustees shall appoint one of the Trustees as Chairman of the board of Trustees. The appointment may be for an annual or other fixed term or for an indefinite period. A current appointment may be ended by the Trustees and they may fill any vacancy that arises. A serving Chairman may resign from that office, whether or not he is also resigning as a Trustee but if the serving Chairman ceases to be a Trustee he shall automatically cease to hold the office of Chairman.”

Trustees do not need to have candidates proposed or seconded when they wish to stand for the role.

Thanks were given to Alan Bellinger, Sundera Kumara-Moorthy and Steve Palmer for putting themselves forward.

Candidates were asked to write 150 words about themselves and provide this to Nuray by Thursday 12th April. She will then circulate these to the Board. A secret ballot will then take place during the Internal and External Sub-committee meetings on 2nd May. A ballot paper was handed out to each attendee. These will also be available on 2nd May beside the ballot box. It was requested that if any individual does not expect to attend either meeting on 2nd May to contact Nuray who will provide a ballot paper for a postal vote. Votes will be counted up at the end of the day outside the meetings on 2nd May and the result will be announced by email.

Geoff as Company Secretary highlighted the key thoughts about the Chair's role:

- To ensure the Board and organisation follows the responsibilities and the purpose of the organisation.
- Demanding in terms of time commitment: meeting with Chairs and Chief Executives of organisations - might want to attend a selection.
- There is an expectation HwH would remain an organisation adopting a critical friend approach with other organisations.
- Candidates and voters to reflect on managing local versus countywide perspectives, or a particular interest someone might have and in the role of Chair they were able to step back from local and particular interests.

Michael added that the time commitment varies, averaging out at approximately two - three days per week.

Should the vote be tied, the current Chair will have the casting vote.

5. Any other business - items put forward by members of Healthwatch Hertfordshire Ltd.

Geoff shared the new approach to volunteering with attendees based on best practice guidance which Jo Wilkinson implemented over the past year. A volunteer handbook was given out to everyone which included updated policies, procedures and agreement forms. This new approach brings clarity and consistency to the volunteer programme and as Trustees it is hoped that the new approach is agreed and signed up to.

Nuray added that the handbooks should be digested and she and Alice will contact everyone in due course to book time in with each member to answer any questions, go through the checklist, collect agreement forms and any other outstanding documents.

6. Close