



## HWS Advisory Board Meeting Minutes

**Date:** 20<sup>th</sup> February 2025

**Time:** 5.30-7pm

**Venue:** Microsoft teams

**In Attendance:** Graham Head (GJH), Mannah Kargbo (MK), Rhyana Ebanks-Babb (REB), Anood Al-Samerai (AAS), Cedric Whilby (CW), Natasha Wright (NW), Sheona St Hilaire (SH)

**HWS Advisory Board Members:** Graham Head, Mannah Kargbo, Cedric Whilby, Natasha Wright, Sheona St Hilaire

**HWS/ CS Staff:** Rhyana Ebanks-Babb, Anood Al-Samerai

**Apologies/Absent:** Charlene Young (CY), Hyacinth Chapman (HC), George Herat (GH)

	Agenda Items
1.	<b>Welcome, introductions and apologies</b> The Board discussed who had sent apologies for the meeting and who was in attendance. They noted that CY and GH would not be able to attend, not heard from HC and SH will be joining late.
2.	<b>Priorities discussion and scoring</b>  REB presented 8 potential priorities for the group to consider and score:  Projects <ul style="list-style-type: none"><li>• Temporary accommodation and resident health</li><li>• Children and young people's mental health experiences</li><li>• Women's health and cost of living impact</li><li>• Prevention of obesity</li></ul> Enter and View <ul style="list-style-type: none"><li>• Southwark Disabilities resource centre</li><li>• Integrated community health services</li><li>• Women's health services</li><li>• Older people's care homes</li></ul> The Board thanked REB for the presentation and the team for their efforts in collating all of the information to score proposals.  The Board discussed:

	<ol style="list-style-type: none"> <li>1. the expansion of how services are recognising the need to address social determinants of health</li> <li>2. some personal difficulty in selecting priorities as all areas proposed were of importance</li> <li>3. the relevance of HW involvement to address concerns with longevity we are attempting to prioritise</li> <li>4. more detail of how the team would approach proposals that may not be clearly within our remit and potential impact is unclear</li> <li>5. our ability to build influential connections to effectively execute our projects.</li> <li>6. Healthwatch England offered to support us with how we measure our impact from the initial project scoping and planning stages</li> </ol> <p>The board agreed to provide individual scores by <b>Monday 24<sup>th</sup> February 2025 at 5pm.</b></p>
3.	<p><b>Review of previous actions</b> The Board reviewed previous actions, which included:</p> <ul style="list-style-type: none"> <li>• REB to invite CQC representatives for Feb 25 board meeting - this has been deferred to a later meeting due to priority of projects needing to be discussed and confirmed</li> <li>• Board culture statement, composition, and induction process refinement - GJH asked the Board to confirm adopting the culture statement now the Board is quorum. This is now AGREED.</li> <li>• GJH stated he has reached out to CY but no response, REB and AAS confirmed they have tried to make contact as well.</li> <li>• Ways of working and communication between board and staff - will be discussed in today's organisational update and subsequently</li> </ul>
4.	<p><b>Organisational issues</b> GJH provided several administrative updates, including:</p> <ul style="list-style-type: none"> <li>• HWS team have requested that the Board share reflections about experience of volunteering for a piece with Healthwatch England.</li> <li>• Requesting volunteer hour tracking and reflections from the Board. REB will follow up with the Board after meeting with Community Southwark Volunteering officer about a new process to support volunteer management.</li> <li>• Providing an update on the board recruitment process and plans for a skills audit. GJH updated the Board that there have been applications and interviews of potential candidates. One was interviewed and after chasing references, no adequate reference was received, therefore their application was not successful. There are a further two applicants applying, at different stages. He will request other Board members to comprise the panel for the first of these.</li> </ul>

	<p>GJH shared that the recruitment processes require refining and NW is helping.</p> <ul style="list-style-type: none"> <li>GJH stated that a skills audit is required to understand the current range of skills/expertise in the Board, and also identify any gaps. This should help with future recruitment. AAS will support with the equivalent Community Southwark audit.</li> </ul> <p>GJH stated he has agreed to stand in as acting Chair until the AGM (2nd December 2025); there may need to be further reflection with the Board on the role and responsibilities.</p> <p>GJH asked the Members to begin thinking about the Vice Chair role - so he can support with succession planning.</p> <ul style="list-style-type: none"> <li>HWS Representation at other groups/committees was discussed and how the Board can support members to do this with support from the team (areas of discussion, things to share, how to feedback, clear purpose).</li> <li>Discussing the process for declaring conflicts of interest, confirmation will be shared at the next Board meeting.</li> <li>SH and GJH explicitly highlighted the team's hard work and the need for the board to be responsive to requests</li> </ul>
5	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>AAS shared some team updates with the Board regarding, HWS getting interest on our volunteering approach from Healthwatch England, the HWS away day, the team is collecting feedback about services is going really well, the recent coffee morning and reflection report has lots of learning, thanking the Board for their feedback about the team's performance.</li> <li>REB shared with the Board that our new Community Health Ambassador Officer will be starting in the role on 3<sup>rd</sup> March, will be invited to an upcoming Board meeting.</li> <li>Pass on a thanks to IH (previous Community Health Ambassador Officer) for all of the hard work she has put into the Ambassadors programme.</li> </ul>

## Action Items

- REB to schedule 2025 quarterly board meetings
- All Board members to send finalised priority scoring by deadline (Mon 24<sup>th</sup> February 2025 at 5pm).
- Interested Board members to participate in Healthwatch England project for reflections on volunteering experience.
- REB to update the Board on Team Kinetic volunteer profile information once discussed with Community Southwark Volunteering officer.
- All Board to review current recruitment process and suggest draft timetable for chair recruitment targeting new chair by AGM. GJH to

solicit interest in vice chair role.

- AAS to Share Community Southwark trustee skills audit work with board for skills gap analysis
- REB to share the form for the Board to declare conflicts of interest

**Next HWS Advisory Board Meeting - Thursday 22<sup>nd</sup> May 2025 from 5.30-7pm**