

**Meeting:** Doncaster Healthwatch CIC Board meeting

**Date:** 31 October 2019

**Time:** 3.30pm – 5.30pm

**Location:** Healthwatch Doncaster offices, 3 Cavendish Court

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Item	Action
<b>PUBLIC MEETING</b>	
1. Welcome and introductions	SS
2. Apologies	
3. Declarations of interest – Register of interests	
4. Minutes of the last meeting and matters arising	CHAIR
5. Update from staff team – 15mins Discussion with the Board – 15mins	ELLE SMITH
6. Access to GP services – engagement report update	AG
7. Engagement Performance update report	AG
8. Quarterly outcomes report – update provided to Doncaster Council	ALL
9. Enter and View – standard letter to Care Providers	ALL

To resolve that representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest Section 1(2) Public Bodies (Admission to Meetings) Act 1960

Item	Action
<b>CONFIDENTIAL MEETING</b>	
1. Financial updates	ALL
2. Staff handbook and standard contract	ALL
3. Future planning	ALL

**Date of Next Meeting**  
**28 November 2019**

All future meeting dates:

28 November 2019 26 December 2019 30 January 2019	3.30pm – 5.30pm, Cavendish Court BOXING DAY 3.30-5.30pm, Cavendish Court
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