

EXTRAORDINARY BOARD MEETING 11.30am 18 November 2020

All available Board directors invited to a virtual non-public board meeting.

Apologies Alan Pickering. Steve Cooper had to leave the discussion early.

1. Resignation of Frances Russell as one of the two Community Directors from 31 Dec 2020

Frances explained why the time was right after 8 years for her to stand down as Community Director prior to standing down as Chair at the end of the Financial Year. Alan Pickering is the other Community Director and will continue in this role so one additional Community Director role is needed to replace Frances.

Mark Sharman and Emma Leatherbarrow (Help & Care Member Directors) explained the role of the Community Director – there are two Community Directors who have equal responsibilities as the Member Directors. Their role is primarily to ensure that the interests of West Sussex County residents are kept forefront in the work of Healthwatch West Sussex.

It was explained that for continuity it would be preferable to ask one of the existing Independent Board Directors to take on this role which has no additional time requirement.

It was agreed that all should consider the opportunity and contact either Sally Dartnell or Mark Sharman to discuss.

2. Resignation of Frances Russell as Chair and to stand down from the board from 31 March 2020.

Frances explained that once a replacement Community Director has been appointed this will allow the appointment of a new Chair. She emphasised that the two roles do not have to be held by the same person.

Mark asked that the opportunity to take on the role of Chair should be considered by existing Independent Board Directors.

Frances also highlighted that the Board has the capacity to take on several new Independent Board Directors in 2021 to fill vacancies.

Actions

All Independent Board Directors to consider the roles of Community Director and Chair and contact Sally or Mark to discuss or offer to stand.

SD to notify HR Support that the Board will advertise early in 2021 with a view to recruiting 2 or 3 additional Independent Non-Executive Directors to the Board.

To ensure transparency, the “Board” page on the website will be updated to reflect this meeting

Meeting closed 12.00 noon.