

Tuesday, 06 October 2020

Dear Member,

You are invited to attend Healthwatch Salford's Annual General Meeting. Due to COVID-19 restrictions this will take place online on the Zoom platform, on the 5<sup>th</sup> November starting at 10:00am. This letter is to inform you of the agenda and to invite you to forward your questions to me, in writing, in advance of the meeting. This will allow us to adequately prepare and to have all relevant information to give on the day.

According to our articles, one third of Board Members must stand down. Therefore, Board members standing for re-election are starred below. Election will take place at the meeting by a show of hands. If you are unable to attend then, as a member you have the right to appoint a proxy under section 324 of the Companies Act 2006 and article 22.

As secretary, I would like to take this opportunity to invite nominations to the board. Please be advised that nominations can only be made by persons who are currently registered members of Healthwatch Salford. Once nominations are received the person will be invited to participate in the standard trustee recruitment process.

I would be grateful if you could forward to me the names of any individuals you would like to nominate to serve as Board members using the enclosed form. Please note that our independent financial review report is available online to view.

If you would like, you can contact us directly by telephone on 0330 355 0300 or by email at [info@healthwatchsalford.co.uk](mailto:info@healthwatchsalford.co.uk) Alternatively, you can book online <https://www.eventbrite.com/e/healthwatch-salford-agm-tickets-123157919653>

Zoom log in details will be sent to you in advance of the meeting.

Please let us know if you have any accessibility needs that you would like us to accommodate.

Yours Sincerely

Alex Leach  
Chief Officer  
Healthwatch Salford



## Healthwatch Salford Annual General Meeting Thursday 5<sup>th</sup> November 2020 10.00am – 12.30pm

### Agenda

<b>Time</b>	<b>Item</b>	<b>Who</b>
<b>10.00am</b>	Welcome and Introductions	Phil Morgan (Chair)
<b>10.10am</b>	Confirmation of Quorum & Minutes of the last meeting	Jacqueline (Vice Chair) Leigh
<b>10.20am</b>	The local position in Salford regarding COVID-19	Dr Muna Abdel Aziz, Director of Public Health for Salford
<b>10:40am</b>	Adoption of Accounts & Independent Examination	Vicky Szulist (Crowe)
<b>11.00am</b>	Trustee's Report	Phil Morgan (Chair)
<b>11.15am</b>	Highlights from and Adoption of Annual Report	Alex Leach (CO & Company Secretary)
<b>11.45pm</b>	Election of Trustees (by show of hands). Confirmation of nominations to Trustee recruitment process (by show of hands).	
<b>12.00pm</b>	Responses to questions (submitted in advance)	Healthwatch Board of Trustees
<b>12.30pm</b>	Close	

Note that only Company Members are eligible to vote at the Annual General Meeting, but you can observe as a guest.

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Healthwatch Salford is a company limited by guarantee: company no. 9563358. Healthwatch Salford is registered as a charity with the Charities Commission: registered charity no. 1171170



## Election of Trustees

**The vote will be decided by a show of hands.**

**Below are the HWS Board: individuals seeking to be re-appointed as Directors to the Healthwatch Salford Board are marked with a star.**

<b>Name</b>	<b>Current Role</b>	<b>Term of Service</b>
*Phil Morgan	Chair	4 Years, 0 year left.
*Jacqueline Leigh	Vice Chair	4 Years, 0 years left.
J Ahmed	Trustee	4 Years, 1 years left.
Samantha Cook	Trustee	4 Years, 1 years left.
Kate Simpson	Trustee	4 Years, 1 years left.

*The role and duties of the Company Secretary is currently delegated by the Board of Trustees to the Chief Officer, Alex Leach.*

### Nominations

Company members can nominate individuals to apply to be a Trustee on the Board using the enclosed form (page 9). This form should be received not less than 7 days before the 04/11/20.

### Proxy Voting

If you are unable to attend the meeting you are entitled to assign a proxy to vote at the meeting on your behalf. Please complete the enclosed form (page 10) and return it to us not less than 7 days before the 04/11/20.

## Trustee Member Profiles

### **Phil Morgan (Chair)**

I have lived in Salford for 8 years and my work and my passion is empowering people.

I am a leading specialist working with a range of social landlords and tenants on regulatory compliance, good governance, tenant scrutiny, and involvement.

I am also a speaker and commentator. I was formerly Chief Executive of TPAS (Tenants' Participation Advisory Service) for 10 years and a senior housing regulator. Currently, I am on the Board of the Guinness Partnership and was previously a Board Member of New Prospect Housing in Salford.

I have always volunteered and have previously been a school governor at 12 different schools. This included being Chair of Governors of Old Trafford Community School, leading it from special measures to one of the most improved schools in the country. I was also Vice President of Old Trafford Credit Union and a Trafford Councillor for 5 years.

I have been a Healthwatch Salford volunteer for two and half years, leading on the Healthier Together consultation. I am looking forward to chairing Healthwatch Salford again and ensuring it speaks for Salford residents.



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## **J Ahmed**

With the changing landscape in Greater Manchester's health and social care, I am keen to ensure that Salford maintains and develops a constantly improving health and social care system that fits the needs of the Salford communities and provides greater equality in access and outcomes.

This, I feel, is best achieved by finding creative ways to listen to people and refine services based on their collective experiences.



When I'm not being a carer I spend time on my allotment, where I grow organic fruit and vegetables and take part in the care of the communal hens. I also enjoy spending time with my dog and going on long walks with her.

I think that Healthwatch should have a critical role to play in ensuring that the voices of local people are heard and making sure that they influence the shaping and delivery of health and social care services across the city. I'm looking forward to being a part of that process and to contributing to improving services for Salford.

## Jacqueline Leigh

Following her career in the field of gastroenterology and education and development in the NHS, Jackie entered nurse education in 2000 as a lecturer/practitioner becoming a full-time lecturer in Adult Nursing in 2004.

She progressed to hold senior positions within the School of Nursing, Midwifery, Social Work and Social Sciences at the University of Salford, including Practice Learning Lead and Programme Leader for a suite of leadership, management and educational leadership masters programmes. She is the University of Salford Appointed Governor at Salford Royal NHS Foundation Trust.



Awarded Senior Fellow Higher Education Academy and Vice Chancellor Distinguished Teaching Award, Jackie has led on the evaluation and publication, in peer review journals, of leadership development and led a team to create the Salford leadership Model. Her research interest is in pedagogical approaches to leadership development, practice learning, workforce development and role transition.

## Kate Simpson

I've worked in Salford since 2014 heading up services for an innovative health and wellbeing organisation.

Here I work within a healthy living centre, a mental health garden, childcare nurseries and a forest school.

I enjoy working hands on with Salford people and designing new services to benefit the communities in which I work.

I love the strong community spirit that exists in Salford, the togetherness and the



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straight forward attitude. I work with all age ranges across the city and enjoy involving communities in developing new services. I feel privileged to be able to work with communities and rewarded by the interactions that I get every single day from doing this.

Previous to my current role, I worked for a number of years in the business sector and I am a former business journalist. I was also the Chair of a Greater Manchester Autism Charity for a year.

In my spare time I enjoy running, cycling, singing in my local community choir and spending time with friends and family.

## **Sam Cook**

I live and work in Salford. I manage the Salford/Greater Manchester office of Penderels Trust, a charity/not for profit supporting people to live independently in their own homes. I have worked in the voluntary sector in Salford for over 10 years, during which time I have developed a passion for personalisation in health and social care.

Prior to working in the sector, I worked for the Co-op for 20 years, the values and principles of which have remained with me.

My family and friends live in Salford. I have two daughters with bags of character who attend school here! Growing up here, I have seen the City of Salford change significantly over the years and at the heart of that change has always been the people of Salford and their passion for their city.

'Having their say' and 'speaking up' is ingrained into the people of Salford and makes us who we are. I see Healthwatch Salford as integral in supporting the community to do this even more and to take a key role in shaping health and social care services that are fit for purpose. As a board member, I will do my utmost to support with this.



## Nomination to Board Form

### Nominee Details

<b>I (Full Name)</b>	
<b>of (Address)</b>	

I wish to be nominated to become a Trustee onto the Board of Healthwatch Salford and would like my name to be put forward at the AGM on Thursday 5<sup>th</sup> November 2020. I am registered as a Company Member of Healthwatch Salford.

<b>Please provide the details that, if appointed, the Company would have to file with Companies House:</b>	
<b>Title / Full Name</b>	
<b>Country/ State Usually a Resident</b>	
<b>Date of Birth</b>	
<b>Nationality</b>	
<b>Occupation</b>	

I confirm that I meet the qualifying criteria.

Signature .....

Date .....

### Nominated by:

<b>Full Name</b>	
<b>Address</b>	

I am registered as a Company Member of Healthwatch Salford.

Signature .....

Date .....

**This Nomination Form must be received by 4<sup>th</sup> November for inclusion at our Annual General Meeting. Please send your Nomination Form by post in the enclosed self-addressed envelope or by email to [info@healthwatchesalford.co.uk](mailto:info@healthwatchesalford.co.uk).**



## Proxy Form

**(For use by members unable to attend)**

<b>Name of Company Member/ Member Organisation</b>	
<b>Address</b>	

As a member of the Company you are entitled to attend and vote at the Annual General Meeting of Healthwatch Salford. If you are unable to attend you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Annual General Meeting. The Chairman of the meeting will be appointed as your proxy unless you write another proxy's name in the space provided.

<b>I appoint ....</b>	
<b>I appoint the Chairman..</b>	

...as my proxy to attend, speak and vote on my behalf at the general meeting of the Company, to be held on the 5<sup>th</sup> November 2020 at 10.00 am, and at any adjournment of the meeting.

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an "X". If no indication is given, my proxy will vote or abstain from voting at his or her discretion and I authorise my proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is properly put before the meeting.

<b>Resolutions</b>			
	For	Against	Abstain
To approve the Annual Report and Accounts			
To appoint Phil Morgan as a Trustee			
To appoint Jackie Leigh as a Trustee			

Signature .....

Date .....

**This Proxy Form must be received by 4<sup>th</sup> November to be valid at our Annual General Meeting. Please send your Proxy Form by email to [info@healthwatchsalford.co.uk](mailto:info@healthwatchsalford.co.uk).**

## Questions to the Board of Directors

**Any questions to the Healthwatch Salford Board of Trustees must be submitted using this form and received by the 4<sup>th</sup> November to be addressed at the AGM\*.**

<b>Name</b>	
<b>Date</b>	
Please clearly write or type the question(s) you would like to ask the Board of Directors below:	
<b>Signature</b>	
<b>Date</b>	

**Please send your questions by post in the enclosed self-addressed envelope or by email to [info@healthwatchsalford.co.uk](mailto:info@healthwatchsalford.co.uk)**

\* Questions received after this date will be addressed at the first Board meeting after the Annual General Meeting.