**Healthwatch Surrey Policy Review – Update to Board**

The purpose of this paper is to update the Board review of all Healthwatch Surrey policies.

The Board is asked to note the schedule below for information. As policies are updated they will be circulated to the Board via email for approval/acknowledgement outside of the usual Board paper distribution, unless a fundamental changed is proposed in which case the policy will be on the Board agenda.

Below is a list of what policies need to be reviewed and by who over the coming months;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Policy** | **Last updated** | **Update due**  | **Responsibility** | **Notes** |
| Data protection | Sep-16 | Sep-17 | MP/KS | Updated in light of LHM - to be circulated with July Board papers |
| Safeguarding | Sep-16 | Sep-17 | KS |   |
| Code of conduct for HWSy directors | Sep-14 | Sep-15 | Jason |   |
| Complaints | Mar-14 | Mar-15 | LS/KS |   |
| Conduct of board business | Unknown | Unknown | Jason |   |
| Expenses policy and procedure | Feb-14 | Mar-15 | LS/KS |   |
| Healthwatch Surrey equality | Mar-14 | Apr-15 | LS/KS |   |
| Meetings in public protocol | Feb-14 | Sep-14 | JD |   |
| Risk register | Unknown | Unknown | JD |   |
| Whistleblowing policy | Jan-14 | Jan-15 | LS/KS |   |
| Online engagement | Aug-16 | Aug-17 | LS |   |
| Enter and view | Jan-16 | Jan-18 | KS |   |
| Confidentiality | Jul-14 | Unknown | LS | Check duplication with Data Protection Policy |
| Reserves | Jun-16 | Unknown | JD | Latest version needed |
| Volunteering | Nov-14 | Unknown | Natallie | Currently being updated by new Volunteers officer |
| Health and safety policy | None | n/a | LS | To be developed |
| Appraisal policy | None | n/a | LS | To be developed |
| Lone working | None | n/a | Jason |   |
| Fire assessment | None | n/a | Jason |   |
| Communications policy | None | n/a | Lauren |   |