

Healthwatch Hillingdon

E Governance Protocol

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1. Summary

- 1.1 The E-Governance Protocol supplements the Board governance to allow the Healthwatch Hillingdon (HWH) Board to vote on resolutions outside of Board meetings. Such an approach would allow for urgent approval of decisions to be made and would ease the approval of routine, non-contentious decisions that are unlikely to merit discussion. The proposed Protocol is set out below.

2. E Governance Protocol

- 2.1 To enable the efficient dispatch of business, the Board may approve certain decisions using the E-Governance Protocol. This may include:
 - a) routine, non-contentious decisions which are unlikely to merit discussion
 - b) decisions where the required approval is urgent but a wider consensus than the Chairman's action is considered desirable.
- 2.2 The E-Governance Protocol may only be used with the prior approval of the Chairman or in their absence the Vice Chair. It will be transacted by circulating the resolution by e-mail to each member of the HWH Board, with the request that they inform the Chairman or Vice Chair of their agreement or otherwise within 5 days. If any member of the Board expresses the wish that the report be presented to a meeting of the Board the protocol will proceed no further and approval shall not be given by this means. Every instance of the use of the Protocol shall be reported to the next formal meeting of the Board for ratification.

Appendix A: Template for E Governance Resolution

Healthwatch Hillingdon Board

E Governance Resolution

Title of paper or subject:	
Author:	
Reason for E Governance Use:	
Summary:	
Recommendations for Board action:	
Equality Impact Assessment:	N/A - there is no positive or negative impact from this report.
Date:	
Senior Responsible Officer:	

Board Voting Form:					
Approve	<input type="checkbox"/>	Decline	<input type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Member Name:

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