



How we make decisions

Healthwatch Camden is committed to being an open and accountable organisation. Our [strategic plan](#) sets out the different ways in which we will be accountable to local people. This document is a summary of our formal decision making processes. Healthwatch Camden aims to be a modern and responsive organisation, with effective and nimble decision making. Our processes are as simple and straightforward as possible.

How we do our work

Healthwatch Camden's trustees will meet at least four times a year and will keep a record of their meetings in the form of an action note. An easy read summary of the note will be published.

Healthwatch Camden's trustees will receive an annual business plan and budget plan, which will be discussed and agreed. The plan and budget will be published.

The plan will be monitored monthly and trustees will from time to time agree amendments to the plan and budget. Any proposed amendments will be notified in advance of the meeting and will be recorded in the action note.

Urgent discussions can be conducted by email and decisions taken via email; these decisions will be recorded on an action note.

How we set priorities

Healthwatch Camden trustees will use an agreed priorities framework as the basis for making decisions on which areas of work to pursue. The [priorities framework](#) will be published. Discussions on priorities will involve representatives of voluntary and community organisations and will take account of feedback from the public.

How we decide on action

Healthwatch Camden works on a basis of partnership and collaboration with other bodies in the borough. We will seek and share information with other bodies on an informal basis wherever it the best way to pursue our objectives.

Healthwatch Camden trustees will receive reports from staff with recommended actions for discussion and agreement. A record will be kept in the form of an action note.

Decisions on a specific programme of entering and viewing premises may be made in a confidential section of the meeting, to allow us to plan unannounced visits.