

Halton & St Helens VCA

MINUTES OF HEALTHWATCH ST HELENS DIRECTORS MEETING

Friday 25th April 2014

Held at Tontine House, St Helens District CVS

PRESENT: Justin Hill (JH)
Tom Hughes (TH)

IN ATTENDANCE: Sally Yeoman (SY), Emma Rodriguez Dos Santos (Emma RDS), Debbie Morris (DM) minute taker

Meeting started at 1.40pm.

Tom Hughes chaired the meeting.

1. Apologies

Tom Kelly

2. Minutes of previous meeting

Minutes of 31st January 2014 agreed and signed as a correct record.

3. Matters arising from previous minutes

Roles and responsibilities of Directors.

SY is still formalising the paper and when work is complete will email the Directors with final draft. Following discussion, it was agreed to incorporate the following suggestions:

- JH requested that the organisational structure diagram shows the connection that the Directors have with other areas of the organisational structure.
- Directors requested that a mention was made of the other organisations that are supporting Healthwatch St Helens.
- Include item on one off events to assist with audit trail.

Communication and Information position

- The replacement Communication and Information Officer had resigned from the post.
- Directors agreed to proceed with purchases of tasks and services rather than filling the post again.
- Directors happy to continue so long as the tender requirements are fulfilled.

4. Director Vacancy

No new Directors recruited however there has been a successful increase in committee members with 6 new members. Emma RDS was asked to write a formal letter to all the committee members asking if they would like to be considered to be a Director. JH suggested that it would be useful to do a skills audit with existing Directors to see what skills are needed and to request that nominees indicate what skills they have.

5. Budget and financial information

Finance paper presented to the Directors who noted the report, no exception reporting.

6. Update on underspend

The agreed plan was on track.

7. Any other business

New premises

Discussion took place on moving to new premises this is now unlikely. TH expressed the views of the Healthwatch Management Committee who felt that the current rooms available in Tontine House were not suitable for more informal meetings. SY agreed that Healthwatch could look at ways in which we could rearrange the layout of rooms to make them more acceptable for meetings if we continue to occupy Tontine House.

Policy Unit

The policy unit at St Helens MBC requested that the minutes of the Directors meetings should be uploaded onto the website. A discussion took place on the implications and legal requirements for Healthwatch of complying with this request. It was noted that Healthwatch St Helens is not required to publish minutes in the public domain however we will accommodate this request.

Monitoring

Emma RDS provided written report to Directors updating them on the project. Currently consulting with people who work or live in St Helens on what Healthwatch St Helens workplan priorities should be.

8. Date of next meeting

Friday 25th July 2014, 1.30pm at Tontine House, St Helens