

Halton & St Helens VCA

MINUTES OF HEALTHWATCH ST HELENS DIRECTORS MEETING

Friday 31st October 2014

Held at Tontine House, 24 Church Street, St Helens

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 1.50pm.

Chair Tom Hughes

1. Apologies

Tom Kelly

2. Minutes of previous meeting

Minutes of 25th April 2014 agreed and signed as a correct record.

3. Memorandum of Understanding

Memorandum of Understanding amended and it was agreed to sign up to new version.

4. Matters arising from previous minutes

Director Vacancy

Directors of Healthwatch St Helens currently consist of 2 VCA Board Members, Chair of Healthwatch St Helens and 1 vacancy to be provided by a member of Healthwatch. After discussion about the vacancy it was agreed that we currently have effective governance and will await the results of the review for funding before actively pursuing Director vacancy.

5. Budget and financial information

Finance paper presented to the Directors who noted the report, no exception reporting on finance but wanted to highlight the following:

- Extension to outreach hours has produced greater productivity including extra case studies which are providing extra evidence of the need for the service.
- Re-profiling some budget headings to make them fit in with actual costs giving a more realistic position in relation to the heading, no change to overall budget.
- Emma RDS to write a paper about reshaping the signposting service to payment on referral. Create a model that can be used for any referral agencies, present paper to Management Committee for approval.

6. Monitoring returns – quarter 1 and 2

The new updated monitoring form is providing enhanced monitoring information and the support staff have worked hard to provide more detailed statistics. Directors

congratulated the staff team on this. This information can now be used to provide direct evidence of the service provided but is also able to be flexible as necessary. More informative reports can also assist other partners when they request information.

Still working hard to communicate information to members. It was agreed to review the current requirements for communication support again in the New Year.

7. Healthwatch St Helens Managers report

Emma RDS provided written report to Directors updating them on the project.



Manager's progress
report July - Sept 20

8. Dates of future meetings

Directors agreed to the timetable presented.

9. Any other business

None. Meeting finished at 2.45pm.

Date of next meeting Friday 30th January 2015, 1.30pm at Tontine House, St Helens