Halton & St Helens VCA

**MINUTES OF HEALTHWATCH ST HELENS DIRECTORS MEETING**

**Friday 19th January 2024**

**Beacon Building, St Helens**

**PRESENT:** Pam Meredith (PM)

Dilys Quinlan (DQ)

Tom Hughes (TH)

Justin Hill (JH)

**IN ATTENDANCE:** Sally Yeoman (SY), Debbie Morris (DM) minute taker

Meeting started at 9.35am.

Chair: Tom Hughes

1. **Apologies**

Jayne Parkinson-Loftus

1. **Declaration of conflict of interest**

None

1. **Minutes of previous meeting**

Minutes of 20th October 2023 agreed as a correct record and signed by Chair.

1. **Matters arising – not on the agenda**

* SY still pursuing documentation relating to extension of contract for audit purposes. Healthwatch have been moved into the Adult Social Care and Health department at St Helens and we have been allocated Becky Newton as the new monitoring officer. Some of the outstanding invoices have been paid and will continue to pursue the remaining funding. Becky is currently proposing that there is an extraordinary roll over of the contract for another year due to the delay in putting the contract out to tender waiting for an update. This could cause an issue with having to put the staff at risk.
* Renewed sponsorship with Saints new player Matt Whitley still in conversation about any opportunities to sponsor a women’s player.

1. **Manager Update**

Manager provided written report.

1. **Monitoring report Quarter 3**

Manager provided written report.

* Directors reviewed the monitoring report would like to see greater detail in the final column to further promote the influence of the contribution by Healthwatch and the excellent partnership working being carried out that is being acknowledged at statutory meetings. The monitoring information is also important as it will inform the detail within the next tender application.
* SY to speak to JPL about the participation of the panel members to look at ways of improving engagement may need to be a reset. Acknowledged that It is important to have effective panels.

1. **Finance report**

SY tabled finance report taken from the VCA report will reduce the level of finance information relating to VCA and provide information relating to Healthwatch at future meetings. Finance is still on track Directors accepted the accounts.

1. **AOB**

None

**Date of next meeting**

19th April 2024 at 9.30am

Meeting finished 10.35am

**Dates of future meetings**

Friday 19th July 2024

Friday 18th October 2024

Friday 17th January 2025