Halton & St Helens VCA

**MINUTES OF HEALTHWATCH ST HELENS DIRECTORS MEETING**

**Friday 19th April 2024**

**Beacon Building, St Helens**

**PRESENT:** Pam Meredith (PM)

Dilys Quinlan (DQ)

Tom Hughes (TH)

Justin Hill (JH) joined online

**IN ATTENDANCE:** Jayne Parkinson Loftus, (JPL),Sally Yeoman (SY), Debbie Morris (DM) minute taker

Meeting started at 9.35am.

Chair: Tom Hughes

1. **Apologies**

None

1. **Declaration of conflict of interest**

None

1. **Minutes of previous meeting**

Minutes of 19th January 2024 agreed as a correct record and signed by Chair.

1. **Matters arising – not on the agenda**
* No update currently on being a sponsor for a womens player will follow up and email Directors with an update. VCA currently sponsor Vicky Whitfield.
* Increase in member’s involvement at Forum. Opportunity for members to be involved with survey on primary care services to inform the PCARP with Cheshire/Merseyside Network.
* Recruitment for new volunteers are going well, this will also be an area of work that the new staff member will progress going forward, should be in post by end of May.
* Extraordinary extension of rollover funding for 2024/2025 has been confirmed. The funding for next year will be based on a market test being carried out in May for organisations to submit an expression of interest. If VCA is the only application the contract will be awarded to them.
1. **Manager Update**

Manager provided written report. Noted the following:

* Monitoring meetings have been booked in the calendar.
* New staff member, Paula Hart currently working for CGL, will help with triage for advocacy requests so will hopefully reduce workload currently being experienced by Healthwatch.
1. **Monitoring report Quarter 4**

Manager provided written report.

* Directors would like to see more examples of work being recorded in monitoring report within what difference has it made section. Also note any benefits of working relationship with VCA.
1. **Finance report**

SY tabled finance report taken from the VCA report. Finance is still on track Directors accepted the accounts. Staff costs will increase with new staff and cost of living rise. Will review contract costs if Healthwatch has to complete a full tender.

1. **AOB**

None

**Date of next meeting**

19th July 2024 at 9.30am

Meeting finished 10.18am

**Dates of future meetings**

Friday 18th October 2024

Friday 17th January 2025