Halton & St Helens VCA

**MINUTES OF HEALTHWATCH ST HELENS DIRECTORS MEETING**

**Friday 20th October 2023**

**Beacon Building, St Helens**

**PRESENT:** Pam Meredith (PM)

Dilys Quinlan (DQ)

Tom Hughes (TH)

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

Meeting started at 9.35am.

Chair: Tom Hughes

1. **Apologies**

Justin Hill

1. **Declaration of conflict of interest**

None

1. **Minutes of previous meeting**

Minutes of 21st July 2023 agreed as a correct record and signed by Chair.

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

None

1. **Finance report**

SY presented the 6 monthly management accounts, the report is presented in the new format which has been developed by the new finance support consultant. There was nothing unexpected to report.

SY gave a verbal update on the budget. Still awaiting payment this is due to the Council who are currently reviewing where the funding sits within the council waiting for confirmation that it is moving over to Adult Social Care and Health. SY confirmed that the Council have a statutory duty to provide a Healthwatch but the funding does not have to be ringfenced.

Once there is any news on this issue SY will report back to the Directors but is confident that the money will be paid over and expect the budget to be balanced by end of year as Healthwatch is on track with spend. Discussion took place on continuing sponsorship as Louie has retired

**Decision:** Directors agreed to wait to see who is available for sponsorship and asked to find out more about potential for sponsorship of a women’s player.

1. **Managers update**

Manager provided written report.

* Emily Abbott has returned to Healthwatch in the new role of Project Support Officer and and as part of her role she will focus on supporting the enter and view representatives and recruitment. JPL emphasised they are aware of issues with taking illnesses into the care homes and will review the CQC guides with regards to covid etc as there is a duty of care to the places visited by healthwatch. Emily will also be developing how we get information disseminated and is looking at the design of the newsletter.
* When Iseabail starts as the new Engagement and Communication Officer the staff team will be complete.

1. **Monitoring Report Quarter 2**

Monitoring report sent out with papers due to reduced staffing levels this report is in draft and once fully updated will resend a copy to the Directors. Confirmed that plus one of contract takes the project to 2024. SY and JPL will be meeting with Becky Newton to discuss monitoring going forward.

1. **AOB**

Agreed dates of future meetings DM to send out calendar invites.

**Date of next meeting**

Friday 19th January 2024 9.30am

Meeting finished 10.18am

**Dates of future meetings**

Friday 19th April 2024

Friday 19th July 2024

Friday 18th October 2024

Friday 17th January 2025