Halton & St Helens VCA

**MINUTES OF HEALTHWATCH ST HELENS DIRECTORS MEETING**

**Friday 19th July 2024**

**Beacon Building, St Helens**

**PRESENT:** Pam Meredith (PM)

Tom Hughes (TH)

Justin Hill (JH)

Jayne Parkinson Loftus, (JPL) joined online

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

Meeting started at 9.37am.

Chair: Tom Hughes

1. **Apologies**

Dilys Quinlan

1. **Declaration of conflict of interest**

None

1. **Manager Update**

Manager provided written report. Noted the following:

* Confirmed that the Healthwatch Contract will be out for tender potential date is October with award to be made in April 2025
* Commissioners have indicated that they would like to join staff on outreach sessions to be better informed about the work of Healthwatch.
* Staff team is now complete and working well.
* Discussion of the ICAS Nuisance Behaviour Policy took place. Directors asked for the section on the Purpose of this Policy to be moved up to the beginning of the policy and will require the first bullet point to be re-worded. Agreed to approve the policy when suggested amendments are made and to be included on website.
* Annual report has been approved and Directors expressed thanks to the staff team for an excellent report.

1. **Monitoring report Quarter 1**

Manager provided written report.

* Draft monitoring report presented will send over completed report when finished.
* Twitter/X no longer free have to pay for a premium account to provide analytics which is used in the monitoring reports. JPL to find out cost and email details to Directors for approval.
* Demand for advocacy has increased but still only funded for 7 hours need to review the service provided with staff team.
* Annual report to be presented to the People’s Board.

(JPL left the meeting)

1. **Minutes of previous meeting**

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

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

None

1. **Finance report**

No written report provided due to finance consultant being on holiday will provide dates for future meeting to enable her to provide reports for future meetings. Verbal report provided by SY no issues to report with finance currently. Extended grant has included an uplift of 5%.

1. **AOB**

* JH will be standing down from the VCA Board at the end of the year, this will mean that he will no longer represent VCA on the Healthwatch Board. We should see this as an opportunity to encourage more members to step up to be a Director.
* TH would like to use this as an opportunity to carry out an election for the Chair position, this is good practice and will give the Chair a mandate to continue or give another member the opportunity to take on the role. Process to be discussed at the next meeting.

**Date of next meeting**

18th October 2024 at 9.30am

Meeting finished 10.25am

**Dates of future meetings**

Friday 17th January 2025