Halton & St Helens VCA

**MINUTES OF HEALTHWATCH ST HELENS DIRECTORS MEETING**

**Friday 28th October 2022**

**Online meeting**

**PRESENT:** Pam Meredith (PM)

Dilys Quinlan (DQ)

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

Meeting started at 9.32am.

Chair: Dilys Quinlan

1. **Apologies**

Justin Hill, Tom Hughes

1. **Declaration of conflict of interest**

DQ notified members that she is no long an affiliate with AQUA.

1. **Minutes of previous meeting**

Minutes of 29th July 2022 agreed as a correct record.

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

* Training offer is still available but on back burner at the moment.
* Triage system of filtering advocacy requests is working well and staff are now signposting on to more appropriate partners.
* No finance report available due to changes in the accountancy system introduced by VCA. Have now commissioned some support to help with producing relevant finance reports. Expectation that the new reports will be presented at the next VCA Board meeting on 11th November and once approved will send round reports to Healthwatch Directors. SY confirmed that the budget is not showing any concerns.
* After the last meeting JPL sent round the Engagement Strategy final version showing the contribution from Healthwatch St Helens.

1. **Manager’s update**

Written report emailed, report presented by JPL

* Unsure who Healthwatch will be reporting to as Michelle Woods is moving to a new role. Continue to provide performance monitoring and no issues have been raised. SY to have a conversation with Rachel Cleal and Rob Huntington about moving forward with the contract.
* After the Cheshire & Merseyside ICP meeting at which JPL mentioned the issue with access to dental services she was contacted by Paul Steele to say that they will be looking more closely at the issue with dental services in St Helens at Place level.
* SY updated on the work that Public Health have been carrying out a social prescribing review as they have investment in the St Helens Wellbeing Service JPL is already in contact with Shirley Goodhew to set up a meeting to discuss this issue.
* 4 applications for the Engagement and Communication Officer role. Interviewed 3 candidates as 1 dropped out. Appointed Emily Abbott hoping to start on 28th November.
* Currently involved in the St Helens Place Quality & Performance Group, St Helens Partnership Board and the St Helens Cares priority work.
* Hoping to recruit new volunteers for Enter & View visits.
* JPL confirmed that the Red Bag system is not working and not being used currently.
* Annual report was very well received at Peoples Board, lots of positive feedback

1. **Monitoring report Quarter 2**

Monitoring report presented by JPL reviewed by Directors.

* In contact with SHAP who can assist with translation services and signposting on.
* JPL confirmed that all volunteers are offered out of pocket expenses whilst volunteering for Healthwatch St Helens.

1. **Finance report**

Given under matters arising. Noted the following

* There will be a underspend in staffing costs due to time between staff member leaving and new staff member starting.
* Invoices for Quarter 1 and Quarter 2 funding not paid yet but are following this up.
* Not clear what increased costs will be yet waiting to find out liabilities for VCA relating to the Beacon Building.
* Will be making a proposal to VCA Board for a cost of living rise or one off payment for staff.

1. **AOB**

* Issue raised at Partnership Board about the cost of living rises on health including people not taking all their prescribed medication as they can’t afford it. Healthwatch will be carrying out a survey but needs the support of the members of the partnership board group to get some case studies and promote the survey. Dates of future meetings agreed as follows:
  + Friday 21st April 9.30am
  + Friday 21st July 9.30am
  + Friday 20th October 9.30am
  + Friday 19th January 9.30am

**Date of next meeting**

Friday 27th January 2023, 9.30am

Meeting finished 10.21am