General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group which is meeting virtually using Zoom.

Key issues

- 2. At its last meeting the group reviewed the annual budget and revised in light of the known and expected expenditure and income for the remainder of 2020/21. See appendix 1 for the revised budget. This appendix also includes the budget position as at the end of September. Variations in expenditure are as previously reported, primarily underspends associated with changed working arrangements put in place due to the pandemic.
- 3. The group also considered these policies and recommends them to the Board for approval:
 - Disciplinary policy (attached)
 - Absence policy (attached)

Action required by the Board

- 4. The Board is asked to:
 - Approve the reviewed budget for 2020/21
 - Note the end of September 2020 financial position
 - Approve the policies as listed.

Authors

Nik Patten, Director

Sandie Smith, CEO

11 November 2020

Healthwatch Cambridgeshire and Peterborough Budget position end of September 2020

	In Month - September 2020			Year to Date			Full Year	
Income and Expenditure	Budget	Actual	Var	Budget	Actual	Var	Approved budget	Revised budget
Income								
Core Grant PCC	12,792	12,792	0	76,752	76,752	0	187,500	187,500
Core Grant CCC	23,967	143,801	119,834	143,801	287,602	143,801	287,602	287,602
CCC Eng Contract	7,042		-7,042	42,252	42,252	0	84,504	84,504
GRT project	0		0	9 <i>,</i> 500	6,260	-3,240	9,500	6,260
Reimbursements	0		0	0	2,145	2,145	0	2,145
Other	1,917		-1,917	11,500	10,725	-775	23,000	21,100
Total	45,718	156,593	110,876	283,805	425,736	141,931	592,106	589,111
Expenditure								
Payroll	39,442	40,783	-1,341	236,655	232,623	4,032	473,309	468,724
Travel / vol expenses	1,917	367	1,550	11,500	1,053	10,447	23,000	2,000
Insurance	83	0	83	500	0	500	1,000	1,000
Room Bookings	1,250	0	1,250	7,500	124	7,376	15,000	1,000
Marketing	667	312	355	4,000	495	3,505	8,000	6,000
Mobile Phones	150	106	44	900	601	299	1,800	1,800
Professional Fees	1,583	1,134	449	9,500	5,661	3,839	19,000	19,000
IT + IT support	1,000	797	203	6,000	5,095	905	12,000	12,000
Office Supplies	833	622	211	5,000	10,390	-5,390	10,000	18,000
Training	417	25	392	2,500	465	2,035	5,000	5,000
Accommodation	1,958	776	1,182	11,750	11,452	298	23,500	23,500
Bank Charges/tax	5	5	0	30	30	0	60	60
Total	49,306	44,927	4,379	295,835	267,989	27,846	591,669	558,084
Underlying surplus / Def								-31,027
Ring fenced funding to be carried forward								22,879