

Healthwatch Cambridgeshire and Peterborough General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group. The group met via 'Teams' on July 5th, 2023.

The agenda:

1. Review of the Audited Accounts 2022/23 presented by Mark Jackson – Managing Partner of Azets.
2. HR Scoping exercise (to appoint an external HR advisor)
3. 1st Qtr. Management Accounts – April – June 2023
4. Policies
5. Review of the GPG Terms of Reference
6. AOB: Investments

Notes of the discussion and action required by the Board.

1. The committee thanked Mark, his team and CR for working collaboratively and effectively to produce the annual accounts. The group commended Azets for the audit and for the clean, clear, and legible presentation of the numbers and narrative. Mark took the group through the management letter and its recommendations, which related to operational points – were accepted.
2. The board will be invited to approve the accounts at the next board meeting and to adopt them at the AGM on July 19th, 2023.
3. It was noted the company has reserves equal to four months of operating costs. The main risks noted concern:
 - changes that may be made in the future in terms of government policy and the role of Healthwatch as a statutory function
 - The impact of any reduction in, or cessation of, core funding from Cambridgeshire County Council and Peterborough City Council in the medium to long term.

4. A couple of minor changes to the narrative were agreed on and a request was made to correct Frances Dewhurst's published name.
5. There was a request to make it clear that all the NEDs are voluntary, except for the Chair, whose role is remunerated.
6. It was noted that if CCC and PCC were to request reports on how we allocate and spend the grants we receive, such reports could be produced. We are not currently required to provide this level of detail.
7. Going forward the GPG would like to see a quarterly balance sheet included in the management accounts.

HR Scoping Exercise:

1. The CEO explained our current advisor is now focusing primarily on Coaching and salary reviews. The quality of her work is excellent but given legislative changes continue to impact employment law on a regular basis, a new provider is recommended.
2. Following a discussion at the previous GPG meeting, Carole has issued tender documents and several companies subsequently expressed an interest in collaborating with us.
3. AG agreed to sit on a working group alongside JS and CR with a remit to short-list and interview suitable advisors. AG said she was pleased the organisation is professionalising its approach to HR.
4. It was agreed the appointment would be a CEO decision unless there was a substantial difference in cost.

1st Qtr. Management Accounts April - June 2023:

1. There was a strong push for CC to be chased for the monies due for the 1st and 2nd quarters. JS was asked to impress on our contract manager and senior officers the urgency of the situation and to make it clear the Directors were requesting immediate payment.
2. Carole answered various questions posed.
3. It was noted that the cost of the summit (allocated last year to Room Bookings), which had been omitted from the 2023/24 budget, would need to be added.

Policies:

It was recommended, and the GPG agreed, to extend the current review times to enable a new HR advisor to amend and update them for presentation to the GPG as a complete package later in the year.

Terms of Reference:

There was a discussion concerning the wording that FD highlighted -via email in her absence - as questionable. This was discussed and new wording agreed. It was also noted that the word 'Directors' would be changed to 'NEDs' for consistency and accuracy. The new wording was incorporated, and the TOR subsequently circulated to committee members by CR. The revised section - The key purpose of the GPG - reads as follow:

The main responsibility of the General Purposes Group is to assist the Board and be responsible to the Board:

- *For the oversight and control of financial affairs, assets, risk and human resources and policies*
- *To formulate for approval by the Board the annual plan and associated policies for the effective management and control of the financial affairs and*
- *Consider, provide oversight and challenge to the management in relation to all aspects of the workforce including the workforce plan, contracts, and the termination of contracts.*

AOB -Investments:

The group discussed how best to maximise returns from our reserves in the light of rising interest rates for savers and businesses. CR made a recommendation, and several other suggestions (including the need to ensure our deposits are protected by the FSA protection scheme) were considered in a series of email exchanges after the meeting had closed.

It was eventually agreed 100K of our current reserves would be invested as set out below, with the remainder being left available in our CAF savings account for cash flow purposes, if needed:

- *£50k to be deposited with Cambridge and Counties Bank*
- *£50k to be deposited with Unity xxx Bank*
- *Signatories to be the Chair, CEO and FD (subject to her agreement)*

Report Authors

Saqib Rehman, Non-Executive Director & Julian Stanly, CEO

19th July 2023

FINANCIAL POSITION AS AT THE END OF JUNE 2023

	Year to Date - to end June			Full Year 23/24		
Income and Expenditure	Budget	Actual	Var	budget	Current	Forecast
Income					Forecast	Change
Core Grant PCC	46,875	93,750	46,875	187,500	187,500	0
Core Grant CCC	71,901	0	-71,901	287,602	303,272	15,670
CCC Eng Contract	22,693	0	-22,693	86,914	91,682	4,768
Lottery Fund	11,215	22,427	11,213	44,858	44,858	0
ICS Project	5,625	22,500	16,875	22,500	22,500	0
CSCP project - South Place	1,875	0	-1,875	7,500	7,500	0
NCPCP project - North Place	6,250	25,000	18,750	25,000	25,000	0
External funding (target)	6,250	5,375	-875	25,000	25,000	0
Total	172,683	169,052	-3,631	686,874	707,312	20,438
Expenditure						
Payroll	154,458	140,858	-13,600	617,831	606,276	11,555
Travel / Volunteer expenses	3,750	2,016	-1,734	15,000	13,044	1,956
Insurance	625	0	-625	2,500	2,500	0
Room Bookings	2,375	1,159	-1,216	9,500	14,500	-5,000
Marketing	1,000	1,563	563	4,000	4,000	0
Mobile Phones	750	316	-434	3,000	2,184	816
Professional Fees	4,125	6,305	2,180	16,500	16,500	0
IT + IT support	3,000	3,043	43	12,000	11,472	528
Office Supplies	4,000	1,525	-2,475	16,000	9,576	6,424
Training + Wellbeing	1,875	570	-1,305	7,500	6,840	660
Accommodation	6,250	5,658	-592	25,000	25,000	0
Bank Charges/tax	15	15	0	60	60	0
Total	182,223	163,028	-19,195	728,891	711,952	16,939
Underlying surplus / Def				-42,017	-4,640	37,377
Restricted funds						
Spend to end June 23	Budget	Actual	Var			
Lottery Fund	11,215	9,536	-1,679			
ICS Project	5,625	4,789	-836			
CSCP project - South Place	1,875	97	-1,778			
NCPCP project - North Place	6,250	0	-6,250			
Total						
In Bank @ end June 23						
Reserves (Interest paid)	201,847					
Gold account (interest paid)	56,495					
Current account	12,742					