Agenda Item: 09

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group. The group last met virtually in October 2021. The Chair attended this meeting of the group and will attend future meetings on occasion.

Key issues

- 2. The group considered the half year budget position for 2021/22 (see Appendix 1). Expenditure and income are as expected at this point in the year. Covid restrictions are preventing most meetings being face to face and therefore travel and venue costs are reduced. A reviewed budget will be presented to the January meeting of this Board.
- 3. The group reviewed the risk register and is assured that risks are identified, mitigated and appropriately scored.
- 4. The group also considered these policies and recommends them to the Board for approval:
 - Managing organisational change
 - Code of conduct.
- 5. HR advice has been sought to inform the review of the managing organisational change policy. The code of conduct policy is new and drafted on advice from Healthwatch England.

Action required by the Board

- 6. The Board is asked to:
 - Note the half year financial position for 2021/22
 - Approve the two policies listed.

Authors

Saqib Rehman, Director Sandie Smith, CEO 10 November 2021

Appendix 1
Healthwatch Cambridgeshire and Peterborough half year budget position 2021/22

	In Month - September 2021			Year to Date			Full Year		
Income and Expenditure	Budget	Actual	Var	Budget	Actual	Var	budget	Current	Forecast
Income								Forecast	Change
Core Grant PCC	15,625	15,625	0	93,750	93,750	0	187,500	187,500	0
Core Grant CCC	23,967	0	-23,967	143,801	143,801	0	287,602	287,602	0
CCC Eng Contract	7,243	0	-7,243	43,457	43,096	-361	86,914	86,914	0
Lottery Fund	0	0	0	52,078	22,939	-29,139	52,078	52,078	0
South Place	0	0	0	0	50,000	0	0	25,000	25,000
Reimbursements	0		0	0		0	0		0
Other - contract work	2,083	0	-2,083	12,500	700	-11,800	25,000		-25,000
Total	53,258	15,625	-37,633	395,586	354,286	-41,300	639,094	639,094	0
Expenditure									
Payroll	39,668	44,854	-5,186	238,007	229,016	8,991	476,014	485,514	-9,500
Staff Contingency	792		792	4,750			9,500	9,500	
Travel	1,250	366	884	7,500	584	6,916	15,000	11,004	3,996
Insurance	108		108	650	0	650	1,300	1,300	0
Room Bookings	667	140	527	4,000	219	3,781	8,000	4,840	3,160
Marketing	667	98	569	4,000	2,004	1,996	8,000	8,000	0
Mobile Phones	167	88	79	1,000	737	263	2,000	2,000	0
Professional Fees	1,167	1,254	-87	7,000	7,527	-527	14,000	14,000	0
IT + IT support	1,167	781	386	7,000	4,387	2,613	14,000	14,000	0
Office Supplies	1,500	792	708	9,000	4,582	4,418	18,000	18,000	0
Training	417	0	417	2,500	624	1,876	5,000	4,000	1,000
Accommodation	2,083	1,420	663	12,500	10,846	1,654	25,000	25,000	0
Bank Charges/tax	8	8	0	48	48	0	96	96	0
Total	49,659	49,801	-142	297,955	260,574	32,631	595,910	597,254	-1,344
Underlying surplus/Def									41,840