

Summary Report: General Purposes Group (GPG) Meeting – 11th June 2025

Meeting Overview

The meeting was chaired by Ann Green, with apologies noted from Johnny Hebron. Attendees included Ann Green (Chair), Chris Palmer, Frances Dewhurst, Jess Slater.

Acting Chair Jonathan Jelley and Mark Jackson from the external audit firm Azets were in attendance.

1. Previous Meeting

- The minutes from the previous meeting were agreed upon.
- All actions from the prior meeting had been completed.

2. Audit Findings

- External auditors reported a smooth audit process with no major issues.
- Financial accounts showed a operating surplus £30,000 surplus, totalling an overall £43k surplus with bank interest and corporation tax taken into consideration. Reserves now totalling £272,000.
- Improved financial performance was attributed to reduced admin costs and increased bank interest, despite a slight dip in income due to projects expiring in October 2024.
- The temporary CEO support during leadership transition was discussed, with transparency around remuneration (£2,785 paid via payroll).
- A need for clearer financial authorisation processes was identified, particularly regarding the use of public funds, triggering a need for a delegation of authority.
- Minor adjustments to the accounts were explained, related to deferred funding and capital expenditure.
- **Action:** A delegation of authority document will be prepared by Jess for discussion at the next GPG meeting.

3. Financial Update (to end of May)

- Positive feedback was given on receiving printed account versions.
- Expenditure variances were explained as timing-related, with reassurance that large payments are now journaled across the financial year for accuracy.

4. HR Report and Policy Reviews

- No queries were raised on the HR report; focus moved to policy approvals.
- Updates to the volunteer recognition policy were discussed. A payment of £20 was proposed and agreed for Independent Members attending funded Partnership Board meetings.
- It was agreed to offer volunteers a choice between cash or voucher payments, with a clear process for distribution and record-keeping. Retrospective payments would not be made.
- Confidentiality policy updates were proposed to improve clarity around data accuracy and procedural requirements, Jess will make the small changes.
- The origins of the AI policy were discussed, Jess will find out and report.
- Cybersecurity training was confirmed as mandatory for staff and volunteers, with a completion deadline set.

Actions:

- Update recognition policy with payment options.
 - Amend confidentiality policy as per feedback.
 - Identify source documents for the AI policy.
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5. Any Other Business

- A proposal to use a pro bono external facilitator for a future development session prompted discussion about the need for a formal role specification.
- A skills audit for NEDs was deferred until the July Dash 2 report has been published.
- Concerns were raised regarding changes to the ICB structure, including a possible merger, and its implications for funding and stakeholder relations.
- The group discussed recent changes to the Chair role. Following a resignation, Jonathan Jelley has stepped in as Chair for the remainder of the term. (2.5 years).
- Questions were raised about the nature and classification of the Chair's contract and remuneration, with agreement to review legal and contractual implications.