

## **Healthwatch Cambridgeshire and Peterborough General Purposes Group Report**

### **Purpose**

This report updates the Board on the activities of the General Purposes Group. The group met via 'Teams' on October 18th, 2023.

### **The agenda:**

1. Introduction of our new HR Advisors – Face2Face HR and a progress Report on a review of HW Policies
2. Current HR Issues
3. Management Accounts for six months to the end of September 2023
4. Pay Recommendations.
5. Budget Planning Timetable
6. AOB

### **Notes of the discussion and action required by the Board.**

#### **1. Introduction of our new HR Advisors**

The GPG welcomed Ashleigh Catalina from Face2Face HR, who were appointed and contracted in September following a competitive tender process. Ashleigh explained the company structure, the range of services they will provide for Healthwatch and how these will be accessed by staff.

Face2Face will operate as main points of contact for all HR related issues and will present recommendations in future GPG meetings about policy improvements, key legislative updates and advice on contractual and employment issues. This will ensure Healthwatch is compliant and can continue to be a good employer with a focus on staff retention, motivation, satisfaction, wellbeing, productivity, development and effective recruitment. The contract will be managed by the senior leadership team and future HR reports will be provided directly to the GPG by Face2Face HR.

## **2. Current HR Issues:**

Rates of staff sickness and absence are low, with only two cases of sickness being higher than the national average of 5% absence rate. Occupational health reports have been obtained for both members of staff. Our pension provider (TPT) has been informed, as required under the terms of our policy relating to death in service benefit. This is standard practice and Face2Face HR will ensure that the members of staff concerned are advised of any impact this may have on their cover, in a timely and appropriate manner.

It was noted we have four members of staff whose accessibility needs are fully funded through the Access to Work scheme. We have one unfilled vacant post and recruitment to this post is currently frozen, subject to review as part of a restructuring exercise being considered by the CEO.

## **3. Management Accounts April –September 2023:**

The management accounts can be found in Appendix 1.

The agreed budget at the start of the year predicted a deficit, but following uplifts from our core funders, an National Insurance rebate, plus savings on salaries has resulted in the revised prediction of a year-end surplus.

Several follow-up actions have been recorded relating to the monitoring of the management of our cash resources and the updating of our reporting structure to enable transparency with additional information to be supplied to directors to aid their decision making.

## **4. Pay Recommendations:**

A range of options were presented for the directors to consider and a decision was made in light of cost-of-living pressures, to recommend to the board that a percentage increase be awarded. This will aid retention and recruitment in a highly competitive labour market.

## **5. Budget Planning Timeline 2024/25:**

The proposed timeline was agreed and can be found in Appendix 2.

## **6. AOB:**

A report reviewing our financial systems, with various recommendations was discussed. Directors agreed to implement the changes proposed, alongside the actions recommended by our auditors earlier this year.

### **Report Authors**

Ann Green, Non-Executive Director & Julian Stanly, CEO

25/10/2023

## Appendix 1

**FINANCIAL POSITION AS AT THE END OF SEPTEMBER 2023**

Income and Expenditure	Year to Date			Full Year		
	Budget	Actual	Var	budget	Current Forecast	Forecast Change
<b>Income</b>						
Core Grant PCC	93,750	93,750	0	187,500	196,875	9,375
Core Grant CCC	143,801	302,557	158,756	287,602	302,557	14,955
CCC Eng Contract	45,387	45,387	0	86,914	90,773	3,859
Lottery Fund	22,429	22,427	-2	44,858	44,858	0
ICS Project	11,250	22,500	11,250	22,500	22,500	0
CSCP project - South Place	3,750	0	-3,750	7,500	7,500	0
NCPCP project - North Place	12,500	12,500	0	25,000	25,000	0
External funding (target)	12,500	5,375	-7,125	25,000	25,000	0
<b>Total</b>	<b>345,367</b>	<b>504,496</b>	<b>159,130</b>	<b>686,874</b>	<b>715,063</b>	<b>28,189</b>
<b>Expenditure</b>						
Payroll	308,916	267,294	-41,622	617,831	580,000	37,831
Travel / Volunteer expenses	7,500	6,127	-1,373	15,000	12,000	3,000
Insurance	1,250	0	-1,250	2,500	2,500	0
Room Bookings	4,750	2,291	-2,459	9,500	14,500	5,000
Marketing	2,000	1,907	-93	4,000	4,500	-500
Mobile Phones	1,500	885	-615	3,000	2,500	500
Professional Fees	8,250	12,499	4,249	16,500	18,000	-1,500
IT + IT support	6,000	8,048	2,048	12,000	14,000	-2,000
Office Supplies	8,000	3,823	-4,177	16,000	12,000	4,000
Training + Wellbeing	3,750	801	-2,949	7,500	5,000	2,500
Accommodation	12,500	11,425	-1,075	25,000	24,000	1,000
Bank Charges/tax	30	30	0	60	60	0
<b>Total</b>	<b>364,446</b>	<b>315,130</b>	<b>-49,316</b>	<b>728,891</b>	<b>689,060</b>	<b>39,831</b>
<b>Underlying surplus / Def</b>				<b>-42,017</b>	<b>26,003</b>	<b>68,020</b>

<b>In Bank @ end September 23</b>	
Reserves (Interest paid)	203,001
revenue savings account (interest paid)	217,683
Current account	14,166

## Appendix 2

### **Draft Budget 2024/25 - Planning Timetable**

- Line by line review of current budget and creation of a new template – CR and JS - Oct 30<sup>th</sup>, 2023 (Confirmed)
- Review of Staffing Structure and Expenditure – JS, CTJ and JM Nov 6<sup>th</sup> (Date TBC).
- Input from Managers to be completed by Nov 14<sup>th</sup>.
- First draft of 2024/25 budget to be completed by CR and reviewed with JS on Nov 15<sup>th</sup>.
- Final amendments made and 1<sup>st</sup> draft to be circulated for comment to SF and the Chair of the GPG by Nov 22<sup>nd</sup>.
- Presentation of final version of the budget for 2024/25 to be presented to GPG meeting Jan 10<sup>th</sup>, 2024.

NB: An independent report has been commissioned exploring our finance systems going forward. This will form part of a discussion under AOB at the meeting on Oct 18<sup>th</sup>. Reference will also be made to the recommendations made by Azets (our auditors) in the 2022/23 audit report.