Agenda Item: 10

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group. The group last met in person in August 2021.

Key issues

- 2. The group discussed the annual pay review and have made a recommendation to this Board for consideration.
- 3. The budget position for the end of July 2021 (see Appendix 1) was presented to the group and discussed. Expenditure and income are as expected at this point in the year.
- 4. The group has reviewed the risk register and is assured that risks are identified, mitigated and appropriately scored. The risk register is presented to this Board meeting for information.
- 5. The group also considered these policies and recommends them to the Board for approval:
 - Expenses
 - Bad weather
 - Bullying and harassment
 - Alcohol and drugs
- 6. Three of the four Directors on this group, including the Chair, end their terms of office in September. Two Directors have indicated attendance at the October meeting. Saqib Rehman has agreed to chair.

Action required by the Board

- 7. The Board is asked to:
 - Note the financial position at the end of July 2021
 - Consider the risk register
 - Approve the four policies listed.

Authors

Nik Patten, Director Sandie Smith, CEO 15 September 2021

Appendix 1
Healthwatch Cambridgeshire and Peterborough budget position as at end of month 4 2021/22

	In N	1onth - July 2	021	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	62,500	62,503	3	187,500	187,500	0
Core Grant CCC	23,967	0	-23,967	95,867	143,801	47,934	287,602	287,602	0
CCC Eng Contract	7,243	21,548	14,305	28,971	43,096	14,125	86,914	86,914	0
Lottery Fund	0	0	0	52,078	22,939	-29,139	52,078	52,078	0
South Alliance	0	0	0	50,000	50,000	0	0	50,000	0
Reimbursements	0		0	0		0	0		0
Other - contract work	2,083	0	-2,083	8,333	50,100	41,767	25,000		0
Total	53,258	37,173	-16,085	297,750	372,439	74,689	639,094	664,094	0
Expenditure									
Payroll	39,668	38,688	980	158,671	146,484	12,187	476,014	453,541	22,473
Staff Contingency	792		792	3,167			9,500	9,500	
Travel	1,250	99	1,151	5,000	177	4,823	15,000	8,562	6,438
Insurance	108	0	108	433	0	433	1,300	1,300	0
Room Bookings	667	34	633	2,667	44	2,623	8,000	4,204	3,796
Marketing	667	264	403	2,667	1,593	1,074	8,000	8,000	0
Mobile Phones	167	165	2	667	562	105	2,000	2,000	0
Professional Fees	1,167	3,141	-1,974	4,667	5,765	-1,098	14,000	14,000	0
IT + IT support	1,167	757	410	4,667	2,836	1,831	14,000	14,000	0
Office Supplies	1,500	736	764	6,000	2,956	3,044	18,000	18,000	0
Training	417	247	170	1,667	624	1,043	5,000	4,000	1,000
Accommodation	2,083	3,997	-1,914	8,333	9,426	-1,093	25,000	25,000	0
Bank Charges/tax	8	8	0	32	32	0	96	96	0
Total	49,659	48,136	1,523	198,637	170,499	24,971	595,910	562,203	33,707
Underlying surplus / Def									101,891