

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

### **Board Report**

**Meeting Date:** 12<sup>th</sup> June 2024

**Meeting Location:** Online Teams

**Chair:** Saqib Rehman (on behalf of Ann Green)

- 1. Welcome and Attendance** Saqib chaired the meeting in Ann Green's absence.

#### **Attendees:**

- Saqib Rehman (Chair)
- Stewart Francis (Chair of Board, in attendance)
- Frances Dewhurst (Member)
- Jess Slater (CEO)
- Carole Rose (Office & Finance Manager)
- Mark Jackson (Azets, Accountants)

### **2. Approval of Previous Meeting Notes**

The notes from the previous meeting were agreed upon.

### **3. Annual Audit Update**

Mark provided an update on the annual audit:

- The audit was smooth with no issues, resulting in a clean and unqualified audit paper.
- Higher corporation tax at 19% will be paid due to increased interest from investments.
- A reported deficit of £24k for the year.
- Reserves stand at £229k, with £50k ring-fenced for specific projects; the remaining amount is unrestricted, representing just over 3 months of reserves. The board may need to review the reserves policy going forward.

- Staff costs increased by £77k, offset by a £17k NI refund, due to salary review and a 5% cost of living pay award.

**Recommendations by Azets:**

- Improve the accounting process to enhance payment timing issues and provide a clearer picture of accounts throughout the year.
- Frances emphasised the need for accurate accounts for Board review. Jess confirmed that the process would change to provide clearer accounts soon.

**Action:** QuickBooks training for Carole and Jess (transitioning from Sage) scheduled for 5th July, with further training to follow.

**Recommendation:** GPG recommends the accounts to the Board.

**4. HR Paper**

- Jess proposed engaging a new HR supplier, "HR – Your Business Matters," as recommended by PCVS, at a cost of £150 per month, a 58% reduction from the previous supplier. GPG approved this recommendation.
- There are currently vacancies within the organisation and Jess has initiated a recruitment freeze on the vacant management positions. Jess is looking at a potential organic restructure which will be presented and reviewed at the next development session on the 17<sup>th</sup> July 2024.

**5. Risk Register Update**

Jess updated on the adoption of a new system for risk calculation. Frances suggested simpler categorisations such as legal, money, people, or reputation.

**Suggestions:**

- Saqib suggested restructuring the risk register to prioritise red risks at the top.
- Frances emphasised focusing on mitigation actions.

**Action:** An action plan for mitigations to be added as a separate tab.

**Recommendation:** GPG should review the risk register at every meeting and present it to the Board every six months.

## 6. Policy Review

Stewart acknowledged the overdue policy review schedule and proposed spacing the process over 12 months. Jess mentioned that the new HR organisation would initially review policies for legal compliance.

**Action:** A policy review schedule to be discussed with the new HR organisation.

## 7. GPG Membership

Stewart clarified the current GPG membership:

- **Chair:** Ann Green
- **Members:** Frances Dewhurst, Chris Palmer, Johnny Hebron
- **Supported by:** Jess Slater, Carole Rose
- **Attendance by Invite:** Stewart Francis

## 8. Any Other Business (AOB)

Frances requested updating the signature mandates for the two investment accounts to include Jess and nominating Jess as the recipient of correspondence from these accounts.

**Action:** Carole to send revised mandates to signatories as agreed by GPG.

**Report Authors: Carole Rose (Office & Finance Manager), Jess Slater (CEO)**

**Important Note:** The accounts presented will change to take into account the audit findings report recommendations. Going forward, the accounts at the next GPG meeting will be accurate financial monthly figures and the balance sheet report. The finance team have dedicated the month of July to changing the presentation.

## Accounts to end of May 24

Income and Expenditure	In Month - May 2024			Year to Date		
	Budget	Actual	Var	Budget	Actual	Var
<b>Income</b>						
Core Grant PCC	16,406	0	-16,406	32,813	0	-32,813
Core Grant CCC	25,717	308,608	282,891	51,435	308,608	257,173
CCC Eng Contract	7,564	22,673	15,109	15,129	22,673	7,544
Lottery Fund	2,243	22,431	20,188	4,486	22,431	17,945
ICS Project	0	0	0	0	0	0
CSCP project - South Place	2,083	0	-2,083	4,167	0	-4,167
NCPCP project - North Place	1,063	0	-1,063	2,125	0	-2,125
External funding (target)	2,500	0	-2,500	5,000	0	-5,000
investment interest earned	417			833		
<b>Total</b>	<b>57,993</b>		<b>-57,993</b>	<b>115,987</b>		<b>-115,987</b>
<b>Expenditure</b>						
Payroll	51,769	44,527	7,242	103,538	84,005	-19,533
Travel / Volunteer expenses	1,292	2,145	-853	2,583	4,070	1,487
Insurance	229	0	229	458	0	-458
Room Bookings	833	242	591	1,667	830	-837
Marketing	250	194	56	500	1,205	705
Mobile Phones	208	110	98	417	226	-191
Professional Fees	1,500	241	1,259	3,000	883	-2,117
IT + IT support	1,167	1,208	-41	2,333	2,586	253
Office Supplies	1,167	1,021	146	2,333	2,818	485
Training + Wellbeing	208	0	208	417	0	-417
Accommodation	2,000	823	1,177	4,000	5,122	1,122
Bank Charges/tax	5	5	0	10	10	0
<b>Total</b>	<b>60,628</b>	<b>50,516</b>	<b>10,112</b>	<b>121,256</b>	<b>101,755</b>	<b>-19,501</b>
<b>Underlying surplus / Def</b>						

### In Bank @ end May 24

Cambridge Counties	50,000
Unity Trust	50,000
CAF Reserves	140,183
CAF Gold	204,851
Current account	57,366