

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 January 10th, 2024.

The agenda:

1. Face2Face HR update and policies
2. HR update (verbal)
3. 3rd quarter finance figures
4. Budget 24/25 initial report
5. Project planning
6. Risk Register
7. AOB

1. Face2Face HR update and policies

Stewart gave a history to the current backlog of Policy reviews. GPG agreed that the reviews are important to ensure up to date compliance for Governance and organisational reputation. Face2Face HR are producing a project list of reviews which they will send to CR to align with the current framework.

Policies due for review will be requested from Face2Face one month before GPG so that Face2Face can review. They can then be sent to GPG 2 weeks before the meeting. This will give time for feedback to be sent to Face2Face and minor amendments completed before the meeting. More complex changes can then be discussed.

The email address for minor changes is – HR@Healthwatchcambspboro.co.uk

Face2Face are rebranding and will soon be known as FIG HR.

2. HR update (verbal)

GPG acknowledged and thanked Jo and Caroline for the good job they are doing as interim CEOs with support from Jonathan.

Carole confirmed staff sickness remains below annual average of 2% with no long term sickness.

We now have a new engagement officer currently on a 3 month contract, this is funded by the vacancy for this role that we have had since July 2023.

3. 3rd quarter finance figures – see appendix 1

GPG noted that our training budget is underspent, this is primarily due to us taking up opportunities provided free to us by partner agencies and groups that we are members of.

Our payroll is underspent due to a number of factors including; A backdated National Insurance rebate of £19k, a 6 month vacancy for an engagement officer, a 3 month sabbatical for Jo.

All other expenditure is as expected.

4. Budget 24/25 initial report

The first draft initial budget for 24/25 was discussed and Stewart commented that we have until March to work on some aspects of it to provide a budget that will give stability going forward.

GPG proposed that the payroll figure remains at the same level as 23/24, this will be reviewed in Sept 24 in relation to a possible salary uplift.

GPG is to request an annual uplift to our core grants from PCC and CCC.

5. Project planning

Jo reported that the 25k external funding target could still be met due to 10K from the cancer research hospital project which will be paid before the end of this financial year. GPG agreed that this figure would be best to be included in next years income figures.

There has been a loss of capacity in this role due to the extension of Jo's responsibility to cover the management of project staff, this had initially been a temporary change to her role. The £5k saving whilst Jo was on sabbatical was to have been set against the external income target and is to be taken into consideration.

Other organisations are now approaching us again for specific pieces of funded work which is promising. However, we are careful to only accept projects that align with our core values and that we are sure we will be able to achieve due to our capacity.

Jo confirmed that all external projects are funded to factor in the staff salary and office overheads plus any comms and design time.

Our enter and view program and new Youthwatch are being designed and implemented by our current staff so no additional cost has yet been made.

6. Risk Register

The risk register is to continue in its current form until the new CEO is ready to review.

7. AOB

Frances confirmed that Unity Trust have now opened a high interest account for us and the funds will be transferred. The Cambridge and Counties account is very nearly agreed and opened.

Report Authors

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Manager

24/01/2024

FINANCIAL POSITION AS AT THE END OF DECEMBER 2023

Income and Expenditure	Year to Date			Full Year	
	Budget	Actual	Var	budget	Current
Income					Forecast
Core Grant PCC	140,625	196,875	56,250	187,500	196,875
Core Grant CCC	215,702	302,557	86,856	287,602	302,557
CCC Eng Contract	68,080	68,060	0	86,914	90,773
Lottery Fund	33,644	44,858	11,215	44,858	44,858
ICS Project	16,875	22,500	5,625	22,500	22,500
CSCP project - South Place	5,625	5,625	0	7,500	7,500
NCPCP project - North Place	18,750	18,750	0	25,000	25,000
External funding (target)	18,750	5,375	-13,375	25,000	12,500
Total	518,050	664,600	146,550	686,874	702,563
Expenditure					
Payroll	463,373	441,312	-22,061	617,831	580,000
Travel / Volunteer expenses	11,250	12,602	1,352	15,000	14,000
Insurance	1,875	2,444	569	2,500	2,444
Room Bookings	7,125	12,569	5,444	9,500	14,500
Marketing	3,000	4,411	1,411	4,000	5,000
Mobile Phones	2,250	1,326	-924	3,000	2,500
Professional Fees	12,375	16,711	4,336	16,500	18,000
IT + IT support	9,000	12,406	3,406	12,000	14,000
Office Supplies	12,000	12,472	472	16,000	14,000
Training + Wellbeing	5,625	1,411	-4,214	7,500	2,500
Accommodation	18,750	17,368	-1,382	25,000	23,000
Bank Charges/tax	45	45	0	60	60
Total	546,668	535,077	-11,591	728,891	690,004
Underlying surplus / Def				surplus	12,559

In Bank on 8th Jan 24	
Reserves (Interest paid)	204,266
revenue savings account (interest paid)	174,114
Current account	22,260