

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 March 13th, 2024.

The agenda:

1. Welcome new CEO
2. HR update (verbal)
3. Finance figures to end February
4. Budget 24/25 report
5. Risk Register
6. AOB

1. Welcome new CEO

Ann welcomed Jess Slater to the GPG meeting, although not officially starting until May Jess was invited to participate in discussions as the agenda includes budget for the coming year. This also provided an opportunity for Jess to meet some of the NEDs and see how the meetings work.

2. HR update (verbal)

- a. Jonathan gave a full background to the current situation regarding HR representation. He advised that in the interim until Jess is in post that the HR person retained by PCVS would be happy to assist HW for any specific enquiries if needed.
- b. Carole updated that Caroline and Jo continue to cover the CEO role with support from Jonathan and that she is now covering the I&S manager role since Sarah has left. Carole confirmed staff sickness remains below annual average of 2% with no long term sickness.

3. Finance figures to end February

The expenditure to end of February was discussed and the deficit is better than anticipated or budgeted for.

4. Budget 24/25 report

- a. The proposed budget 24/25 was agreed after discussion and will be taken to the Board meeting together with cash flow forecasts on 27th March with

additional notes in the report to make it clear and also £3,500 to be added for the Investors in Volunteering accreditation.

- b. Stewart advised that the Comms Team have withdrawn their request to change to WordPress so this is no longer an anticipated expenditure. The overall picture is much better than expected.
- c. Jess raised a query regarding QuickBooks balance sheets and these will be provided to the Board on a quarterly basis.
- d. GPG acknowledges that inflation may make it difficult to control costs and expected expenditure but this will be monitored closely.
- e. GPG agreed not to request an annual uplift at the present time to our core grants from PCC and CCC due to known current restraints and recent changes to our commissioners. Jess and Stewart will be re-building relationships with the new commissioners.

5. Risk Register

The risk register has been updated by Jonathan and Carole, GPG agreed that they should also update the scores before it is taken to the Board meeting on 27th to be reviewed.

6. AOB

Frances and Carole confirmed that both the investment accounts are now open and both have £50,000 in one year high interest accounts as this represents 50% of the Healthwatch reserves amount.

GPG agreed that future meetings should be schedule for an hour and a half from now on.

Report Authors

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27/03/2024

FINANCIAL POSITION AS AT THE END OF FEBRUARY 2024

Income and Expenditure	Year to Date			Full Year	
	Budget	Actual	Var	budget	Current
Income					Forecast
Core Grant PCC	171,875	196,875	25,000	187,500	196,875
Core Grant CCC	263,635	302,557	38,922	287,602	302,557
CCC Eng Contract	83,209	68,060	0	86,914	90,773
Lottery Fund	41,120	44,858	3,738	44,858	44,858
ICS Project	20,625	22,500	1,875	22,500	22,500
CSCP project - South Place	6,875	5,625	-1,250	7,500	7,500
NCPCP project - North Place	22,917	18,750	-4,167	25,000	25,000
External funding (target)	22,917	7,575	-15,342	25,000	12,500
Total	633,172	666,800	33,628	686,874	702,563
Expenditure					
Payroll	566,345	547,649	-18,696	617,831	590,000
Travel / Volunteer expenses	13,750	14,737	987	15,000	15,500
Insurance	2,292	2,444	152	2,500	2,444
Room Bookings	8,708	13,359	4,651	9,500	13,750
Marketing	3,667	4,704	1,037	4,000	5,000
Mobile Phones	2,750	1,536	-1,214	3,000	2,000
Professional Fees	15,125	18,610	3,485	16,500	19,500
IT + IT support	11,000	14,777	3,777	12,000	15,400
Office Supplies	14,667	15,019	352	16,000	16,000
Training + Wellbeing	6,875	1,519	-5,356	7,500	2,000
Accommodation	22,917	22,489	-428	25,000	23,300
Bank Charges/tax	55	55	0	60	60
Total	668,150	656,898	-11,252	728,891	704,954
Underlying surplus / Def				deficit	-2,391

In Bank on 7th March 24	
Reserves (Interest paid)	104,266
revenue savings account (interest paid)	84,114
Current account	17,534
2 x investment accounts (5% interest)	100,000

Total - all accounts 305,914