

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group.

Key issues

2. This group continues to conduct business via telephone and email.
3. In June the group considered the financial position for the end of May 2020, this is set out below. Expenditure for this period is reduced for travel, marketing and room bookings due to different working practices and limitations on engagements due to covid-19 restrictions. The core grant and local authority engagement grant have been received as due. Other income is subject to discussion and possible pause.
4. The group has considered these four policies and recommends them to the Board for approval:
 - Decision-making policy (attached)
 - Escalation policy (attached)
 - Conflicts of interest policy (attached)
 - Environmental policy (attached)

Action required by the Board

5. The Board is asked to:
 - Note the end of May 2020 financial position and
 - Approve the policies as listed.

Authors

Nik Patten, Director

Sandie Smith, CEO

15 July 2020

**Healthwatch Cambridgeshire and Peterborough
budget position end of May 2020**

| | In Month - May 2020 | | | Year to Date | | | Full Year | | |
|---------------------------------|---------------------|----------------|----------------|---------------|----------------|----------------|----------------|----------------------------------|-----------------|
| Income and Expenditure | Budget | Actual | Var | Budget | Actual | Var | budget | Current forecast in CV-19 | Forecast |
| Income | | | | | | | | Forecast | Change |
| Core Grant PCC | 12,792 | 25,582 | 12,790 | 25,584 | 25,582 | -2 | 187,186 | 187,186 | 0 |
| Core Grant CCC | 23,967 | 143,801 | 119,834 | 47,934 | 143,801 | 95,867 | 287,602 | 287,602 | 0 |
| CCC Eng Contract | 7,042 | | -7,042 | 14,084 | 21,126 | 7,042 | 84,504 | 84,504 | 0 |
| GRT project | 792 | 29,139 | 28,347 | 1,583 | 29,139 | 27,556 | 9,500 | 29,139 | 19,639 |
| Reimbursements | 0 | | 0 | 0 | 12,145 | 12,145 | 0 | 12,145 | 12,145 |
| Other | 1,917 | | -1,917 | 3,833 | | -3,833 | 23,000 | 5,000 | -18,000 |
| Total | 46,509 | 198,522 | 152,013 | 93,018 | 231,793 | 138,775 | 591,792 | 605,576 | 13,784 |
| Expenditure | | | | | | | | | |
| Payroll | 39,442 | 43,288 | -3,846 | 78,885 | 79,643 | -758 | 473,309 | 461,535 | 11,774 |
| Travel | 1,917 | 47 | 1,870 | 3,833 | 443 | 3,390 | 23,000 | 14,524 | 8,476 |
| Insurance | 83 | 0 | 83 | 167 | 0 | 167 | 1,000 | 1,000 | 0 |
| Room Bookings | 1,250 | 0 | 1,250 | 2,500 | 124 | 2,376 | 15,000 | 9,060 | 5,940 |
| Marketing | 667 | 0 | 667 | 1,333 | 0 | 1,333 | 8,000 | 6,000 | 2,000 |
| Mobile Phones | 150 | 89 | 61 | 300 | 119 | 181 | 1,800 | 1,800 | 0 |
| Professional Fees | 1,583 | 397 | 1,186 | 3,167 | 666 | 2,501 | 19,000 | 19,000 | 0 |
| IT + IT support | 1,000 | 666 | 334 | 2,000 | 1,414 | 586 | 12,000 | 12,000 | 0 |
| Office Supplies | 833 | 321 | 512 | 1,667 | 463 | 1,204 | 10,000 | 6,991 | 3,009 |
| Training | 417 | 0 | 417 | 833 | 0 | 833 | 5,000 | 5,000 | 0 |
| Accommodation | 1,958 | 776 | 1,182 | 3,917 | 781 | 3,136 | 23,500 | 23,500 | 0 |
| Bank Charges/tax | 5 | 5 | 0 | 10 | 10 | 0 | 60 | 60 | 0 |
| Total | 49,306 | 45,589 | 3,717 | 98,612 | 83,663 | 14,949 | 591,669 | 560,470 | 31,199 |
| Underlying surplus / Def | | | | | | | | -45,106 | |