Agenda Item: 08

General Purposes Group Report

Purpose

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

Key issues

- 2. The group received an update on staff sickness levels (see Appendix 1). It is pleasing to see that the sickness rate is low and stable.
- 3. The budget position for the end of May 2021 (see Appendix 2) 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 register will be presented to the Board at its September meeting.
- 5. The group also considered these policies and recommends them to the Board for approval:
 - Health and wellbeing
 - Time off in lieu
 - Recruitment
 - Annual leave
- 6. A new Code of Conduct policy is being drafted and the group has agreed to review the policy list, as this is growing and it may be that some policies could be considered as processes and procedures.
- 7. 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. The group is planning to meet face to face in August.

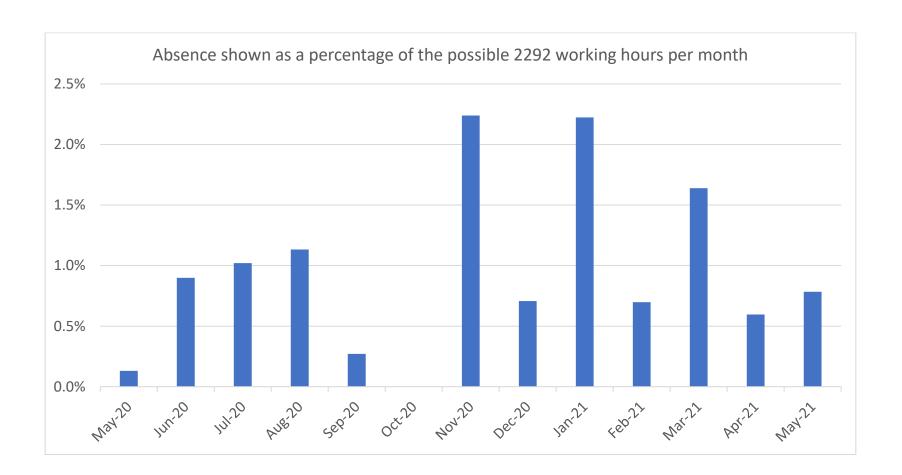
Action required by the Board

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

Authors

Nik Patten, Director Sandie Smith, CEO 21 July 2021

Appendix 1



Healthwatch Cambridgeshire and Peterborough Budget position as at end of month 2 2021/22

Appendix 2

	In M	onth - May 2	2020	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	0	-15,625	31,250		-31,250	187,500	187,500	0
Core Grant CCC	23,967	0	-23,967	47,934	143,801	95,867	287,602	287,602	0
CCC Eng Contract	7,243	21,548	14,305	14,486	21,548	7,062	86,914	86,914	0
CCC Tax difference	770		-770	1,539		-1,539	9,235		0
GRT project (mgt+ o/head)	750		-750	1,500		-1,500	9,000	9,000	0
Reimbursements	0		0	0		0	0		0
Other - contract work	2,083	100	-1,983	4,167	50,100	45,933	25,000		0
Total	50,438	21,648	-28,790	100,875	215,449	114,574	605,251		0
Expenditure									
Payroll	39,668	39,070	598	79,336	67,043	12,293	476,014	457,743	18,271
Staff Contingency	792		792	1,583			9,500	9,500	
Travel	1,250	58	1,192	2,500	61	2,439	15,000	7,866	7,134
Insurance	108	0	108	217	0	217	1,300	1,300	0
Room Bookings	667	0	667	1,333	0	1,333	8,000	4,000	4,000
Marketing	667	92	575	1,333	102	1,231	8,000	4,612	3,388
Mobile Phones	167	196	-29	333	262	71	2,000	2,000	0
Professional Fees	1,167	577	590	2,333	1,462	871	14,000	14,000	0
IT + IT support	1,167	775	392	2,333	1,292	1,041	14,000	14,000	0
Office Supplies	1,500	917	583	3,000	1,355	1,645	18,000	17,130	870
Training	417	344	73	833	344	489	5,000	4,000	1,000
Accommodation	2,083	746	1,337	4,167	4,743	-576	25,000	25,000	0
Bank Charges/tax	8	8	0	16	16	0	96	96	0
Total	49,659	42,783	6,876	99,318	76,680	21,055	595,910	561,247	34,663
Underlying surplus / Def									