

## General Purposes Group Report

### Purpose

1. This report updates the Board on the activities of the General Purposes Group which is meeting virtually using Zoom.

### Key issues

2. The group has considered the budget position as at the end of November (see Appendix 2 below). Variations in expenditure are as previously reported, primarily underspends associated with changed working arrangements put in place due to the pandemic.
3. The group has considered the Terms of Reference for the Projects Programme Group (see Appendix 1). These are recommended to the Board. The group will hold its first meeting in February. Director members, including a chair, are currently being identified.
4. The group also considered these policies and recommends them to the Board for approval:
  - Grievance policy (attached)
  - Pay review policy (attached)

### Action required by the Board

5. The Board is asked to:
  - Note the end of November 2020 financial position;
  - Note the Terms of Reference for the Projects Programme Group and
  - Approve the two policies listed.

### Authors

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13 January 2021

# Healthwatch Cambridgeshire and Peterborough Projects Programme Group

## Terms of Reference

### 1. Purpose

The main responsibility of the Projects Programme Group is oversight of Healthwatch Cambridgeshire and Peterborough projects. It is responsible to the Board for ensuring:

- Robust proportionate project governance, reporting and review
- Project activities and outputs meet with Healthwatch principles and values
- Projects are financially viable
- A consistent approach to project management and delivery
- Ongoing learning and development.

A project is a distinct piece of work designed to deliver a specific outcome over a time limited period.

### 2. Objectives

The Group will:

- Provide assurance to the Board of Directors that project work is consistently managed and robustly delivered
- Review these Terms of Reference annually.

### 3. Activities

At each meeting the Group will:

- Consider the project register and provide guidance and direction to the projects, ensuring they remain within given constraints;
- Approve any changes or exception plans outside of agreed tolerances;
- Receive updates on current project delivery to ensure that the projects are delivered within agreed time, quality and cost criteria;
- Receive review outcomes for completed projects
- Approve the start of projects via acceptance of a project brief in line with approval thresholds;
- Approve baselined plans for projects in line with approval thresholds.

4. Project approval

The thresholds for approval are in line with the financial controls policy:

<b>Amount</b>	<b>Authorisation level</b>
£10,000 and under	CEO/Chair
Over £10,000	Board

5. Membership

The Group will be made up from three Directors, one of whom will be nominated Chair. For larger projects the lead Director may attend the sub-group. The CEO and Business Development Manager will attend meetings.

The chair of this group will also be a member of the General Purposes Group.

6. Administration

The Group will meet quarterly, with ad hoc meetings to consider specific projects, supported by email, as appropriate.

Approved by General Purposes Group

Date 16 December 2020

For review December 2021

**Healthwatch Cambridgeshire and Peterborough  
Budget position end of November 2020**

Income and Expenditure	In Month - November 2020			Year to Date			Full Year		
	Budget	Actual	Var	Budget	Actual	Var	Revised budget	Forecast	Forecast change
<b>Income</b>									
Core Grant PCC	12,792	12,792	0	102,336	89,544	-12,792	187,500	187,500	0
Core Grant CCC	23,967	0	-23,967	287,602	287,602	0	287,602	287,602	0
CCC Eng Contract	7,042	21,126	14,084	63,378	63,378	0	84,504	84,504	0
<b>GRT project</b>	1,320		-1,320	6,260	29,139	*22,879	6,260	6,260	0
Reimbursements	179		-179	1,430	12,145	10,715	2,145	12,145	10,000
Other	1,758		-1,758	14,067	10,725	-3,342	21,100	21,100	0
<b>Total</b>	<b>49,093</b>	<b>33,918</b>	<b>-13,140</b>	<b>475,073</b>	<b>492,533</b>	<b>17,460</b>	<b>589,111</b>	<b>599,111</b>	<b>10,000</b>
<b>Expenditure</b>									
Payroll	39,060	37,671	1,389	312,483	311,188	1,295	468,724	456,960	11,764
Travel	167	34	133	1,333	1,087	246	2,000	1,500	500
Insurance	83	0	83	667	0	667	1,000	1,250	-250
Room Bookings	83	26	57	667	150	517	1,000	300	700
Marketing	500	110	390	4,000	698	3,302	6,000	1,500	4,500
Mobile Phones	150	130	20	1,200	879	321	1,800	1,800	0
Professional Fees	1,583	463	1,120	12,667	6,509	6,158	19,000	15,000	4,000
IT + IT support	1,000	675	325	8,000	6,426	1,574	12,000	10,000	2,000
Office Supplies	1,500	1,898	-398	12,000	12,643	-643	18,000	16,000	2,000
Training	417	190	227	3,333	817	2,516	5,000	1,000	4,000
Accommodation	1,958	686	1,272	15,667	16,135	-468	23,500	23,500	0
Bank Charges/tax	5	5	0	40	40	0	60	70	-10
<b>Total</b>	<b>46,507</b>	<b>41,888</b>	<b>4,619</b>	<b>372,056</b>	<b>356,572</b>	<b>15,484</b>	<b>558,084</b>	<b>528,880</b>	<b>29,204</b>
<b>Underlying surplus / deficit (minus restricted fund underspend*)</b>								-70,231	