

## **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 2022.

### **Key issues**

2. The group reviewed their terms of reference and made amendments to scope, membership and administration in light of existing practice.
3. The group received an HR update which included a half year update on team sickness rates. It was agreed that the rate is pleasingly low and acknowledged that the team wellbeing package contributed to this.
4. The group considered the budget position at the end of May 2022. Income and expenditure are as expected, however comment is limited at such an early stage of the financial year.
5. The volunteer policy, and supporting volunteer handbook, were presented to the group. The handbook was considered to be excellent and thanks were extended to our Volunteer Manager. It was agreed that the policy should be recommended to the Board for approval, with minor wording amendments.
6. The group considered the pay uplift for 2022 and has made recommendations to the Board.
7. The group discussed the Risk Register and suggested an improved format.

## **Action required by the Board**

5. The Board is asked to:

- Approve the volunteering policy.

## **Authors**

Saqib Rehman, Director

Sandie Smith, CEO

29 June 2022

### FINANCIAL POSITION AS AT THE END OF MONTH 2 2022/23

Income and Expenditure	Year to Date - end May			Full Year 22/23		
	Budget	Actual	Var	budget	Current Forecast	Forecast Change
<b>Income</b>						
Core Grant PCC	31,250	0	31,250	187,500	187,500	0
Core Grant CCC	47,934	0	47,934	287,602	287,602	0
CCC Eng Contract	14,486	21,548	7,062	86,914	86,914	0
Lottery Fund	8,594	29,139	20,545	51,566	51,566	0
South ICP	4,167	25,000	20,833	25,000	25,000	0
Other contracts	2,333	0	-2,333	14,000	14,000	0
HR contingency	5,000	30,000	25,000	30,000	30,000	0
<b>Total</b>	<b>113,764</b>	<b>105,687</b>	<b>-8,077</b>	<b>682,582</b>	<b>682,582</b>	<b>0</b>
<b>Expenditure</b>						
Payroll	89,764	86,665	-3,099	538,586	513,036	25,550
HR Contingency	5,000	0	-5,000	30,000	30000	30,000
Travel	2,500	842	-1,658	15,000	3,924	11,076
Insurance	333	0	-333	2,000	0	2,000
Room Bookings	1,333	111	-1,222	8,000	300	7,700
Marketing	1,333	275	-1,058	8,000	804	7,196
Mobile Phones	333	175	-158	2,000	1,428	572
Professional Fees	2,333	2,215	-118	14,000	7,812	6,188
IT + IT support	2,333	1,655	-678	14,000	9,876	4,124
Office Supplies	3,000	2,075	-925	18,000	13,092	4,908
Training + Wellbeing	833	504	-329	5,000	6,048	-1,048
Accommodation	4,667	4,836	169	28,000	9,144	18,856
Bank Charges/tax	16	30	14	96	264	-168
<b>Total</b>	<b>113,780</b>	<b>99,383</b>	<b>14,397</b>	<b>682,682</b>	<b>565,728</b>	<b>116,954</b>
<b>Underlying surplus / Def</b>					<b>116,854</b>	