

Healthwatch Cambridgeshire and Peterborough

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group. The group last met virtually earlier this month.

Key issues

2. The group received a verbal HR update which focused on the recent recruitment of Kat Rayment, who has now taken up her role as Digital Communications Manager, and Karen Igho as Project Manager.
3. The group considered the end of year position for 2022/23 and discussed the preparation underway for the annual audit. *
4. The updated Business Continuity Plan was discussed, and the CEO agreed to rework various sections and add a section on the practical management of the workforce; to identify processes and procedures and include a focus on internal communications. The CEO will present the revised plan for the next GPG meeting to consider and put forward to the board to approve in the summer.
5. The group approved the Reserves policy and noted the information provided to the committee concerning wind down costs.
6. The group discussed and agreed amendments to the complaints, whistle blowing and hybrid and home working policies. The board will review the changes prior to approval at the next GPG meeting.
7. The group considered the risk register – copy attached for further review by the Board.

8. The GPG deferred the Risk Register review to the next meeting.

Action required by the Board.

5. The Board is asked to:

- Discuss and note the contents of this report.
- Approve the Reserves Policy

Authors

Saqib Rehman, Non-Executive Director

Julian Stanly, CEO

26 April 2023

FINANCIAL POSITION AS AT THE END OF MARCH 2022/23

The Finance and Office Manager presented an interim outturn to the GPG for the financial year 2022/23.

A revised and updated version has been included in the audit pack being prepared for our auditors' Azets. This, together with the Budget for 2023/24, will be put forward to the Board for approval.

Field work prior to producing the end of year accounts will be undertaken later this month.