

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group and asks the Board to consider the recommendation for the annual salary uplift.

Key issues

2. This group is meeting virtually using Zoom.
3. In August the group considered the staff annual salary uplift benchmarking increases received by staff in local government, the voluntary sector and the NHS. The recommendation is a 2% increase backdated to April 2020. The salary budget has been set to accommodate this level of increase.
4. The group also considered the financial position of the organisation for the end of July 2020, this is set out below. Lower than expected expenditure continues in respect of travel, marketing and room bookings due to the different working arrangements. The core grant and local authority engagement grant have been received as due. Other income streams are being pursued. Some commissioned work has been paused, for example the CQC Experts by Experience contract.
5. The group has considered these two policies and recommends them to the Board for approval:
 - Media policy (attached)
 - Social media policy (attached)
6. The group also considered the Risk Register as two new risks have been identified as a result of the review of these.

Action required by the Board

5. The Board is asked to:
 - Approve a 2% salary uplift backdated to April 2020
 - Note the end of July 2020 financial position
 - Approve the policies as listed
 - Consider the Risk Register.

Authors

Nik Patten, Director

Sandie Smith, CEO

16 September 2020

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

	In Month - July 2020			Year to Date			Full Year		
Income and Expenditure	Budget	Actual	Var	Budget	Actual	Var	budget	Current forecast in CV-19 Forecast	Forecast Change
Income									
Core Grant PCC	12,792	12,792	0	51,168	51,168	0	187,500	187,500	0
Core Grant CCC	23,967		-	95,867	143,801	47,934	287,602	287,602	0
CCC Eng Contract	7,042		-7,042	42,252	42,252	0	84,504	84,504	0
GRT project	792		-792	3,167	29,139	25,972	9,500	29,139	19,639
Reimbursements	0		0	0	12,145	12,145	0	12,145	12,145
Other	1,917		-1,917	7,667	725	-6,942	23,000	5,000	-18,000
Total	49,342	12,792	33,717	200,121	279,230	79,109	592,106	605,890	13,784
Expenditure									
Payroll	39,442	36,427	3,015	157,770	153,955	3,815	473,309	461,535	11,774
Travel	1,917	21	1,896	7,667	577	7,090	23,000	14,138	8,862
Insurance	83	0	83	333	0	333	1,000	1,000	0
Room Bookings	1,250	0	1,250	5,000	124	4,876	15,000	8,905	6,095
Marketing	667	0	667	2,667	123	2,544	8,000	6,000	2,000
Mobile Phones	150	184	-34	600	392	208	1,800	1,800	0
Professional Fees	1,583	2,209	-626	6,333	4,066	2,267	19,000	19,000	0
IT + IT support	1,000	711	289	4,000	3,621	379	12,000	12,000	0
Office Supplies	833	685	148	3,333	1,604	1,729	10,000	7,838	2,162
Training	417	0	417	1,667	440	1,227	5,000	5,000	0
Accommodation	1,958	4,087	-2,129	7,833	9,900	-2,067	23,500	23,500	0
Bank Charges/tax	5	5	0	20	20	0	60	120	-60
Total	49,306	44,329	4,977	197,223	174,822	22,401	591,669	560,836	30,833
Underlying surplus / Def								-45,054	