

## 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 December 2021.

### Key issues

2. The group considered the budget position at the end of November 2021 (see Appendix 1). Expenditure and income are as expected at this point in the year. Covid restrictions are preventing most meetings being face to face and therefore travel and venue costs are reduced. It is expected there will be additional marketing expenditure on promotional materials once the Healthwatch branding review is completed.
3. At its next meeting in March the group will receive a projected budget outturn for 21/22 and consider the 22/23 budget in preparation for presenting to the Board.
4. The group discussed plans for next year's pay review and asked the CEO to explore a salary review as part of this.
5. The group reviewed the risk register and is assured that risks are identified, mitigated and appropriately scored. A risk around staff wellbeing has been added. The updated risk register is attached.
6. The group also considered these policies and recommends them to the Board for approval:
  - Governance policy
  - Personal development, performance management and appraisal process.
7. The Board initially considered the governance policy at its development session in October last year. HR advice has been sought to inform the review of the personal development, performance management and appraisal process. The staff has also had an opportunity to comment on this policy and process.
8. The group considered the policy review schedule and recommends a three year review cycle with the exception of safeguarding, data protection, risk and volunteering which will be two yearly. The reserves policy is already reviewed on an annual basis. See Appendix 2.

## **Action required by the Board**

6. The Board is asked to:

- Note the financial position at the end of November 2021
- Note the risk register
- Approve a three year policy review cycle (with exceptions as listed) and
- Approve the two policies listed.

## **Authors**

Saqib Rehman, Director

Sandie Smith, CEO

26 January 2022

BUDGET POSITION AS AT END OF MONTH 9 2021/22

Appendix 1

|                                   | In Month - November 2021 |                |                | 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                   | 15,625         | 0              | 125,000        | 109,375        | -15,625       | 187,500        | 187,500        | 0             |
| Core Grant CCC                    | 23,967                   | 143,801        | 119,834        | 191,735        | 287,602        | 95,867        | 287,602        | 287,602        | 0             |
| CCC Eng Contract                  | 7,243                    | 0              | -7,243         | 57,943         | 64,644         | 6,701         | 86,914         | 86,914         | 0             |
| Lottery Fund                      | 0                        | 0              | 0              | 29,139         | 22,939         | -6,200        | 29,139         | 29,139         | 0             |
| South Place                       | 0                        | 0              | 0              | 25,000         | 25,000         | 0             | 25,000         | 25,000         | 0             |
| Reimbursements                    | 0                        |                | 0              | 0              |                | 0             | 0              |                | 0             |
| Other - contract work             | 2,083                    | 0              | -2,083         | 12,500         | 1,425          | -11,075       | 25,000         |                | 0             |
| <b>Total</b>                      | <b>53,430</b>            | <b>159,426</b> | <b>105,996</b> | <b>441,316</b> | <b>510,985</b> | <b>69,669</b> | <b>641,155</b> | <b>616,155</b> | <b>0</b>      |
| <b>Expenditure</b>                |                          |                |                |                |                |               |                |                |               |
| Payroll                           | 39,668                   | 41,016         | -1,348         | 317,343        | 314,181        | 3,162         | 476,014        | 482,755        | -6,741        |
| Travel                            | 1,250                    | 288            | 962            | 10,000         | 1,664          | 8,336         | 15,000         | 3,000          | 12,000        |
| Insurance                         | 108                      |                | 108            | 867            | 0              | 867           | 1,300          | 1,300          | 0             |
| Room Bookings                     | 667                      | 0              | 667            | 5,333          | 567            | 4,766         | 8,000          | 1,000          | 7,000         |
| Marketing                         | 667                      | 185            | 482            | 5,333          | 2,281          | 3,052         | 8,000          | 6,000          | 2,000         |
| Mobile Phones                     | 167                      | 114            | 53             | 1,333          | 980            | 353           | 2,000          | 2,000          | 0             |
| Professional Fees                 | 1,167                    | 618            | 549            | 9,333          | 8,626          | 707           | 14,000         | 12,000         | 2,000         |
| IT + IT support                   | 1,167                    | 782            | 385            | 9,333          | 5,938          | 3,395         | 14,000         | 10,000         | 4,000         |
| Office Supplies                   | 1,500                    | 1,551          | -51            | 12,000         | 7,559          | 4,441         | 18,000         | 15,000         | 3,000         |
| Training & Wellbeing              | 417                      | 86             | 331            | 3,333          | 800            | 2,533         | 5,000          | 3,000          | 2,000         |
| Accommodation                     | 2,083                    | 746            | 1,337          | 16,667         | 15,736         | 931           | 25,000         | 25,000         | 0             |
| Bank Charges/tax                  | 8                        | 8              | 0              | 64             | 64             | 0             | 96             | 96             | 0             |
| <b>Total</b>                      | <b>48,868</b>            | <b>45,394</b>  | <b>3,474</b>   | <b>390,940</b> | <b>358,396</b> | <b>32,544</b> | <b>586,410</b> | <b>561,151</b> | <b>25,259</b> |
| <b>Underlying surplus / Def</b>   |                          |                |                |                |                |               |                |                | <b>55,004</b> |
| <b>Ring fenced carry forwards</b> |                          |                |                |                |                |               |                |                |               |
| South Place                       |                          |                |                |                |                |               |                |                | 6,328         |
| Lottery Fund                      |                          |                |                |                |                |               |                |                | 5,083         |
| <b>Total</b>                      |                          |                |                |                |                |               |                |                | <b>11,411</b> |
| <b>Non-ring fenced underspend</b> |                          |                |                |                |                |               |                |                | <b>43,593</b> |

**POLICY REVIEW SCHEDULE**

**Appendix 2**

| <b>Policies</b>   | <b>Approved</b> | <b>Next Review Due</b> | <b>To General Purposes Group</b> |
|---|-----------------|------------------------|----------------------------------|
| Performance Management, Review and Personal Development | May-19          |                        | Dec-21                           |
| Governance  | Nov-19          |                        |                                  |
| <b>Safeguarding</b>                                     |                 |                        |                                  |
| Safeguarding Children*                                  | May-20          | Mar-22                 | Mar-22                           |
| Safeguarding Adults*                                    | May-20          | Mar-22                 |                                  |
| Volunteers*   | May-20          | Mar-22                 |                                  |
| Reserves**  | Mar-21          | Mar-22                 |                                  |
| <b>Data Protection and risk</b>                         |                 |                        |                                  |
| Confidentiality*  | Mar-21          | Mar-23                 | Dec-22                           |
| Data Protection*  | Mar-21          | Mar-23                 |                                  |
| Risk management policy*                                 | Mar-21          | Mar-23                 |                                  |
| <b>Finance</b>  |                 |                        |                                  |
| Complaints  | Mar-20          | Mar-23                 | Mar-23                           |
| Whistleblowing  | Mar-20          | Mar-23                 |                                  |
| Equality Diversity                                      | Mar-20          | Mar-23                 |                                  |
| Enter and View  | May-20          | May-23                 |                                  |
| Reserves**  | Mar-22          | Mar-23                 |                                  |
| Decision making   | Jul-20          | Jul-23                 | Jun-23                           |
| Environmental   | Jul-20          | Jul-23                 |                                  |
| Escalation  | Jul-20          | Jul-23                 |                                  |
| Conflicts of Interest                                   | Jul-20          | Jul-23                 |                                  |
| <b>Communications</b>                                   |                 |                        |                                  |
| Social media  | Sep-20          | Sep-23                 | Sep-23                           |
| Media   | Sep-20          | Sep-23                 |                                  |
| <b>HR</b>   |                 |                        |                                  |
| Disciplinary  | Nov-20          | Oct-23                 | Dec-23                           |
| Absence   | Nov-20          | Oct-23                 |                                  |
| Pay review  | Jan-21          | Jan-24                 |                                  |
| Grievance   | Jan-21          | Jan-24                 |                                  |
| Homeworking   | May-21          | May-24                 | Mar-24                           |
| Lone Worker   | May-21          | May-24                 |                                  |
| Health and safety                                       | May-21          | May-24                 |                                  |
| Financial controls                                      | Mar-21          | Mar-24                 |                                  |

|                                |        |        |        |
|--------------------------------|--------|--------|--------|
| HR                             |        |        |        |
| Recruitment                    | Jul-21 | Jul-24 | Jun-24 |
| Health and Wellbeing           | Jul-21 | Jul-24 |        |
| Annual Leave entitlement       | Jul-21 | Jul-24 |        |
| Time off in Lieu               | Jul-21 | Jul-24 |        |
| Bad Weather                    | Sep-21 | Sep-24 | Sep-24 |
| Expenses                       | Sep-21 | Sep-24 |        |
| Alcohol and Drugs Policy       | Sep-21 | Sep-24 |        |
| Harassment and bullying        | Sep-21 | Sep-24 |        |
| Governance                     |        |        |        |
| Managing Organisational Change | Nov-21 | Nov-24 | Dec-24 |
| Code of conduct                | Nov-21 | Nov-24 |        |

\* two yearly review

\*\* annual review