

Minutes

Finance Committee Meeting

Date: Monday 14th January 2019

Time: 18:00 - 20:00

Venue: Room, St Paul's Hammersmith, Queen Caroline St, London W6 9PJ

NO.	ITEM DESCRIPTION
	<p>Welcome, Apologies & Declaration of Interest</p> <p>In attendance:</p> <p>Brian Dillon - Chair, Finance Committee and Treasurer Healthwatch CWL Board Joanna Mark-Richards - Healthwatch CWL Board John Marshall - Healthwatch Hammersmith & Fulham Local Committee Keith Mallinson - Healthwatch CWL Board and Healthwatch H&F Local Committee Christine Vigars - Chair - Healthwatch CWL Board Patrick McVeigh- Healthwatch Hammersmith and Fulham Abdul Towolawi - Healthwatch Kensington & Chelsea Local Committee Tania Kerno- Healthwatch CWL Board and Healthwatch K&C Local Committee</p> <p>Staff:</p> <p>Olivia Clymer - CEO, Healthwatch CWL Tsveta Todorova - Finance and Office Manager, Healthwatch CWL</p> <p>Observer:</p> <p>Layo Yusuf</p> <p>Declaration of Interest - There were no interests declared</p> <p>Patrick McVeigh left the meeting at 19:06.</p>
3	<p>Minutes from Meeting 12th November 2018</p> <p>Minutes accepted with no comments.</p>
4	<p>Action Log</p> <p>Item 1 Sage One - OC and TT met with Layo Yusuf before Christmas. They have discussed the finance and reporting procedures going forward.</p> <p>Item 2 Development Pipeline Table- OC could look at funding for Young People project in H&Fs and young families in K&C.</p> <p>CV: We are planning a board away day.</p> <p>Item 3 Internal Audit- Fraud prevention -The item is still outstanding. There is a suggestion for couple of board members to come in to the office. It is also helpful for the PQASSO qualification.</p> <p>Item 4 Auditors- OC to chase up with Chris Clarke.</p> <p>Item 5 BACs - JMR said it was already discussed and BD said for security reasons the board has decided to choose BACS as a payment method.</p>

	<p>Item 10- Accountant- We are looking at getting some accountancy help with the transition on to appropriate accounting software and presentation of annual accounts for auditing.</p> <p>Item 11 Keith to speak with Judith- Keith has spoken with Judith but the person he had in mind no longer has the availability.</p>	
	<p>ACTION: Speak with Layo- for the finance meeting and dates for the board meetings</p> <p>ACTION: Establish a date for the board members to come in and do an audit</p>	<p>TT/OC</p> <p>OC/CV</p>
5	<p>Management Accounts up to 31st December 2018</p> <p>TT presented the management accounts to the board</p> <ul style="list-style-type: none"> - Salaries- There is an underspend of around £20k in comparison to the budgeted amount. At the board in November, the difference was £50k but after investigation TT was able to clarify the figures of actual expenditures were incorrect. In December the new PPG coordinator post was filled. - External Audit Fee- the allocations for the fee will be accrued at the end of the financial year - Legal and Professional fees- there is a significant underspend on this budget head. The budget allocation was made in mind that after separating from Hestia, HW CWL might incur bills around legal fees such as fees around TUPE over, consultations with staff, lawyers etc. Fortunately, there has not been any need to spend additional resource so far. - Corporate Leaflets- there is overspend on this budget head. The team has been very active and HW CWL has ordered more marketing materials/reports in comparison with the previous financial year. <p>OC informed the board there has been information from the commissioners on the contract. K&C and Westminster have unofficially said they are planning to extend the contract for 1 year and keep the same funding. H&F are planning on extending for 9 months and then going out for tender. The tender will be for a four-year contract with a reduced funding.</p>	
	<p>ACTION: Provide information on the outstanding invoices to the commissioners at the meeting on 22nd January 2019</p>	OC/CV
6	<p>Update from the Finance and Office Manager</p> <p>There was a discussion around BACS payments.</p> <p>TT expressed an opinion that from operational point of view using faster payments or BACS will not improve the process and bring higher security.</p> <p>TK said that in Metro Bank they have informed the sender has three days after the payment has been received to withdraw the payment.</p>	
	<p>ACTION: Clarify with Metro Bank if a payment can be retrieved after it has been received by the recipient</p>	TT
7	<p>Staffing update & Grenfell Project</p> <p>OC had no updates on the Grenfell project and it has not been discussed at this meeting.</p>	
8	<p>Finance Risk Register</p> <p>The finance committee discussed the risk register by going through the risks:</p>	

Risk 1- Early Termination of contract- OC informed the board HW CWL's contract is going to be extended for another 1 year so this risk is of low probability

Risk 2- HW CWL loses the contract- HW CWL has been informed the contract will be extended for 1 year but this risk is of high probability going forward.

OC to update the mitigating actions on risk 2,3 and 4.

Risk 5- Staff turnover

TK asked how many staff members are EU members and how Brexit is going to affect the staff. There was a discussion around the permanent residency cards and if HW CWL should pay staff to secure their documents.

JMR was not in favor considering it to be a standard procedure for people to arrange their documents themselves and any EU members will be given a reasonable amount of time to apply and get a settled status card. JMR also said Peninsula will advise HW CWL about the changes in employment law regarding any EU members.

Item 6- Demotivation of staff- to revise this risk

Item 9- Failure to sustain volunteers- A new staff member started on Monday 14th January- Alike. She has been hired to sustain the volunteers.

OC is pursuing funding to continue the Dignity Champions. With the tri to bi borough responsibility has shifted around from adult social care to public health. If we could secure or even double payment it would be a bonus and allow a staff provision to be supported.

CV pointed out the risk is at the reports. HW CWL is good at doing the Enter and View visits, but our weakness is delivery on the reports.

OC said the number of reports has been negotiated down last year. This year HW CWL has done more Enter and View visits than the previous year. The staff member who left had many strengths but writing those reports was not one of them. A new person started in January who will finish up the reports.

Item 10- Delivery- demonstrating robust quality of engagement- the staff has had the training sessions with Dr Boudeoni so OC need to reduce the mitigating actions.

Item 11- Demand on HW CWL's time and resources- The board agreed to reduce the mitigating actions.

CV pointed out we need to leave more time for response to things which come up and could not have been foreseen at the beginning of the year.

For Pembridge, HW CWL has been able to respond very quickly.

Item 12-Staff turnover from stakeholders and funders- this risk could be taken out of the register as it has settled down.

Item 13- Impact of NW London CCG level decision making- to be taken out of the risk register-

Item 14- LC and Board involvement in HW CWL - to be taken out of the risk register as it is no longer a viable risk.

OC to review the risks under governance section.

	<p>Risk item 20- IT infrastructure and 22- Health and Safety- to be deleted from the risk register</p> <p>On item 23- there is a lone working policy being written at the moment.</p> <p>Item 24- poor HR practice- to be removed from the risk register as it does not pose any threat.</p> <p>Item 25- financial/budget reporting- it is being progressed but it still need to remain.</p> <p>Item 26- Embedding of an independent HW CWL- a couple of Board members to go in and do an audit at the office. It was agreed JMR and TK to do it.</p> <p>OC to present a revised version to the Board meeting on 21st January 2019.</p>	
	<p>ACTION: Review the mitigating actions on Risks 1 to 4</p> <p>ACTION: Implications of Brexit on staff</p> <p>ACTION: Review the governance risks</p> <p>ACTION: Tania Kerno and Joanna Mark-Richards to do the review of policies</p> <p>ACTION: Revise and present a refreshed version at the Board meeting on 21st Jan</p>	<p>OC</p> <p>OC</p> <p>OC</p> <p>OC/TK/JMR</p>
<p>9</p>	<p>AOB</p> <p>- Venue for the Finance Sub-committee meetings</p> <p>JMR suggested moving any future Finance meetings at the Irish Cultural Centre.</p> <p>Joanna said the board tried moving them last year but there was an issue with catering and the room layout, so the meetings were moved back to St Paul’s Hammersmith.</p> <p>KM informed the committee Sobus have meeting rooms which they rent out.</p> <p>CV asked to keep the Board meetings in St Paul’s Hammersmith but if the rest of the members want to find a new location for the Finance Committee she is content.</p> <p>- Brian Dillon to step down as chair of the Finance Committee</p> <p>The Chair, Christine Vigars, expressed her gratitude and thanks to Brian Dillon for all his devotion and effort towards Healthwatch CWL.</p> <p>The board has an away day planned for 18th February. CV invited Brian to the dinner after the meeting.</p>	