

Minutes

Finance Committee Meeting

Date: Monday 11th March 2019

Time: 18:00 - 20:00

Venue: Pullinger 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 Christine Vigars - Chair - Healthwatch CWL Board Patrick McVeigh- Healthwatch Hammersmith and Fulham Tania Kerno- Healthwatch CWL Board and Healthwatch K&C Local Committee Layo Yusuf- Treasurer Keith Mallinson - Healthwatch CWL Board and Healthwatch H&F Local Committee</p> <p>Staff:</p> <p>Olivia Clymer - CEO, Healthwatch CWL Tsveta Todorova - Finance and Office Manager, Healthwatch CWL</p> <p>Apologies</p> <p>Abdul Towolawi - Healthwatch Kensington & Chelsea Local Committee</p> <p>Chris Doherty</p> <p>Declaration of Interest - There were no interests declared</p> <p>Layo opened the meeting at 18:13 and welcomed everyone.</p>
1	<p>Minutes from Meeting 11th January 2019</p> <p>Page 4- Change name from JM from JMR</p>
2	<p>Action Log</p> <p><i>Item 1</i> There is no movement on item 1. OC said there will be movement in the first quarter of 2019-2020.</p> <p><i>Item 2</i> With the work happening with Ben, the hired accountant, we can demonstrate we are working on fraud prevention. OC thinks it will happen before the end of the first quarter of next financial year.</p> <p><i>Item 3</i> We have been able to get a quote from Ben about annual accounts- to be completed in the 1st Quarter of 2019-20</p> <p><i>Item 4</i> BACs to go live in April 2019. We should test it out. We just need to work out the process and how to do it. We can test it in the first 6 months.</p>

Item 5 The Grenfell project is moving on. OC had one meeting and we are keen to get funding from NHS and CCG for the next quarter.
 Layo suggested to get money from our reserves and then ask them to recover it.
 CV would want to get some costing for the Grenfell project sooner rather than later
 OC put a proposal 6 months ago, but it needs to be reworked. We were looking for a commitment of £55k. Things have now moved on -we need to explore how and where we can be effective.
 CV thinks it needs to be done fast to see if we can secure a funding from NHS.
 OC will be progressing it, but she will not be submitting a paper to the board. It is about how we hold them into account. We go to all scrutiny meetings, so it is about how they are delivering. Last meeting was about educational support, but people on the round could not secure it.

Item 6 We have secured a really good accountant. He would put into process a lot of things so liaison with an external auditor.
 Layo- if we can get a license from Hestia for Open Accounts. It might not be possible. Sage is not fit for the purposes we need it to be.

Item 7 Completed
Item 8 Completed
Item 9 Document to be refreshed for the board meeting on 25th March.

Add *Item 10* Change to the chart of accounts.

Discussion around Grenfell project. There will be a need to recruit a new employee to do this project.

ACTION: OC to bring update on Grenfell to the board on 25th March 2019	OC
--	----

3	<p>Monthly Management Accounts</p> <p>Monthly management accounts were presented to the board.</p> <p>No comment on the paper</p>
---	--

4	<p>End of Year Budget Projection</p> <p>There is an underspending of around £15k on staffing for the financial year 2018-2019.</p> <p>LY said we should push any expenditure for this year.</p> <p>CV suggested any expenditure around the NHS long term plan - few days of Markella's and Mark's time to be arranged and paid in this financial year.</p>
---	---

5	<p>Draft Budget for 2019- 2020</p> <p>OC presented the budget to the finance committee and the different options. All of the options take into account the funding for the H&F project will end at the end of December.</p> <p>BD would like to see an option where HW CWL wins the H&F project.</p> <p>For the staffing - there have been several different options- keeping the Dignity Champion officer and the Governance and Quality Officer. Option 2 is to have the Dignity Champion officer at 2 days per week and the Governance Quality Officer at full time.</p> <p>OC recommended to not have the Governance Quality officer role on full time and her recommendation for the committee is for Budget Option 4.</p>
---	--

OC: Last year in September HW CWL did an investment around trusted charity, quality and volunteering. We had Tom for 4 months and Zivile for volunteering. They helped us examine what we are HW CWL needs and the Governance and Quality role has done its job. We have the tender this year and how are we demonstrating voice.

OC does not think it is being as effective and efficient and that is why she is recommending Option 4.

Budget Option 3 again holds the assumption HW CWL will lose H&F project- staffing suggestion is DC officer at 2 days per week, Governance and Quality officer at full time and Communications officer. This budget assumes a deficit of £24k at the end of the financial year.

All the budget options are under retaining the engagement lead role in H&F until the end of the financial year. If the staffing expenditure is taken out- then it is a deficit of £8k. at the end of the financial year under Budget Option 4.

TK asked if would make sense to reorganize the roles- marketing and communications manager at a higher salary and one who has more marketing experience.

OC it has already been recruited a person for one of the roles. And she said it is about impact and making the best of the projects we are doing, and it is about the voice- making sure HW CWL has enough members.

TK thinks a marketing manager role will bring a higher pool of people who know how to do it.

OC said actually really good candidates were recruited for Flora's role. OC is about raising awareness around reports and making the most of the free channels we have, and having more energy in the office.

AT suggested looking into getting a Business Manager, while TK said that role is a different set of skills. Trying to get new business is not the priority of HW CWL at the moment.

CV: We need the trustee charity. Tom was employment for 9 but we had him for 4. Maybe get a consultant to get us through the process. If is a confined piece of work. We do not want to lose the investment and the work Tom and Zivile did.

OC said the listening weeks have been received very well from commissioners. We have a more rounded offer. She thinks DC officer is something else so it gives us a bit more room to sustain it within the funding.

OC has recommendation to roll the surplus into the next financial year. If the committee thinks it is better to do something with it around the gaps that HW CWL has, or to look at investing the funds into the activities budget.

BD asked OC what is practical and what is her opinion on the matter.

OC would like to have it invested in the activities budget. Even if we brought it up to £35k or a little bit more it would be good for commissioners to see we are spending the reserves.

BD thinks the activities budget needs to go up to £50k, £15k to be allocated to H&F. HW CWL has reserves which need to be invested. At the end of the financial year, HW CWL will have around £300k in reserves. At the end of the project, all the balances are staying with HW CWL and if HW CWL invests more in activities- not many organisations who will win the bid and will be able to invest such amount of money in the project.

	<p>CV asked if we get a Membership and Communications Officer- how much of their time will be designated to each borough. All of the reserves are designated but we have 3 years to evolve the budget and look at alternative sources of income.</p> <p>TK suggested to look how we are working with the other organisations. If we can be the umbrella organization-where we provide the funding and the other organisations - the knowledge.</p> <p>OC has had those ambitions. Rory has done this across the South. And it is an opportunity to get out and have a different way to do it.</p> <p>CV suggested trying it out for the NHS Long Term plan work.</p> <p>The finance committee asked for an option 5- where the activities budget has been increased to £50k and optimistic income prediction with figures if HW CWL wins the H&F project.</p> <p>The finance committee would like to see a paper around the Quality and Governance post written for consultancy.</p> <p>JMR asked to see updated figure on staffing costs inclusive of 2% increase.</p>	
	<p>ACTION: Present an option 5 with continued funding for H&F project until the end of the financial year 2019-20, increased activities budget to £50k and 2% increase on staff salaries.</p> <p>ACTION: JMR to have a quick chat with Olivia about consultant around trustee charity</p> <p>ACTION: Present a paper on Quality and Governance to be undertaken by a consultant</p>	<p>OC/JY</p> <p>JMR/OC</p> <p>OC</p>
7	<p>AOB</p> <p>LY would like to look at the current accounting system.</p> <p>TK suggested looking into QuickBooks or Microsoft.</p> <p>LY HW CWL is a small business.</p> <p>There will be a new legislation in April 2019 and HW CWL will need to look into it.</p>	