

Minutes

Finance Committee Meeting

Date: Monday 16th September 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: Joanna Mark-Richards - Healthwatch CWL Board John Marshall - Healthwatch Hammersmith & Fulham Local Committee Christine Vigars - Chair, Healthwatch CWL Board Layo Yusuf - Treasurer</p> <p>Staff: Olivia Clymer - CEO, Healthwatch CWL</p> <p>Apologies Abdul Towolawi - Healthwatch Kensington & Chelsea Local Committee Keith Mallinson - Healthwatch CWL Board and Healthwatch H&F Local Committee Tania Kerno - Healthwatch CWL Board and Healthwatch K&C Local Committee Helen Cooke - Healthwatch Westminster</p> <p>Declaration of Interest JM is also a member of the Healthwatch Hounslow Committee.</p> <p>Olivia opened the meeting at 18:06 and welcomed everyone.</p>
1	<p>Minutes from Meeting 22nd July Approved with minor amendments.</p> <p>On page 2, item 5 it should read '£75,000 for its projects around Grenfell and for the youth worker' and, 'for the proposal to be brought to the next Board Meeting' not Annual Meeting.</p>
	<p>ACTION: Additional column for the forecast to the year to be added to management accounts from the second quarter. Accountant</p> <p>ACTION: FTE breakdown to be included in the action log. OC</p> <p>ACTION: LY to reword Reserves Policy based on the decision made by the Board. LY</p>
2	<p>Action Log</p> <p><i>Item 1</i> Development Pipeline table will be renamed Development and Investment Pipeline. Items on pipeline are Grenfell and youth worker, which needs to be formalised. OC to send Joanna the job description for youth worker. The Development and Investment Pipeline table to be a standing item. OC secured funding for A&E Trials from NHS England of £5,500 and equality and diversity performance of CNWL for £5,000.</p> <p><i>Item 2</i> Fraud policy to be developed after tender submission. Christine and Patrick to do internal audit check before the end of October. LY to send a template to be used.</p> <p><i>Item 3</i> Tsveta provided update on BACS application, which should be set up by end of October. It will be trialed for 6 months. If it doesn't add value, it will be stopped.</p>

	<p><i>Item 4</i> OC to meet with Krishna, West CCG, about closing the night service and to follow up with Henry Leek about Grenfell.</p> <p><i>Item 5</i> OC went to training on trustee charity and will ask a validator to test progress following the tender submission.</p> <p><i>Item 6</i> To be removed. Did not require consultant.</p> <p><i>Item 7</i> Delay in draft annual accounts. Ben is unable to work due to a broken arm but indicated draft accounts will be available on 20th September. If not, LY to put in a contingency and fast track with another accountant. If needed the draft accounts will be submitted in the tender with a note to say they will be approved. CV asked for the Board to approve the accounts on 30th September. OC to begin with introduction of accounts.</p>	
3	<p>Risk Assessment Finance Risk register reviewed. Item 1 to remain. Item 2 OC to provide update with contract position and risks. The current focus on Hammersmith & Fulham presents the risk of neglecting the bi borough. Item 3 remove. The contract value (item 4) is reduced. Item 19 is being addressed with fraud policy and internal audit so risk level to be reduced. Item 25 level of risk to be reduced due to monthly management accounts work. Item on financial procedures to be included.</p>	
<p>ACTION: OC to update finance risk register and mitigating actions</p>		<p>OC</p>
4	<p>Monthly Management Accounts (April - August) LY presented Monthly Management Accounts.</p> <p>There is a surplus. The overspend in legal and professional fees is due to recruitment expenses and staff training. LY asked for the accounting fees to be included separately at the bottom. The underspend on salaries is due to the delay in recruitment. The temp recruited for the administrator role has applied for the administrator position. The end date for advertising Engagement Lead role is end of September.</p> <p>LY presented budget split of each project, K&C, H&F, Westminster, Dignity Champions, PPG K&C, PPG Westminster and NHS long term plan, with income stream, expenditure and head office costs. Dignity Champion's expenditure is 157% of annual funding. This is partly due to the disproportionate overhead applied and training costs. Accuracy of budget split will continue to be worked on. CV thanked LY for his work.</p>	
<p>ACTION: LY to assist with new budget template after 6 months</p>		<p>LY</p>
5	<p>Proposal for new laptops - funding Laptops are 3 -4 years old and require replacing, which is in keeping with the policy. Apple MacBook Air is the best value. LY and JMR asked whether all the laptops required the high spec and whether the cost represented the best value. JM asked about resale of HP laptops and for this to be included in the proposal.</p>	
<p>ACTION: OC to distribute spreadsheet on laptop costing, warranty and maintenance and Committee to provide comments before the end of October.</p>		<p>OC/ Committee</p>
6	<p>Business case - Youth worker proposal</p> <p>Discussed in item 1 of action log. CV suggested it should be bi borough instead of 3 boroughs.</p>	

<p>ACTION: OC to send JMR job description. Proposal to be signed off by Board at next meeting or via email.</p> <p>ACTION: Job to go live mid-October</p>	<p>OC/ JMR Board</p>
<p>7</p>	<p>AOB- Expense policy</p> <p>Discussion around meal expenses. Volunteer expenses policy to be separate from employee expenses. Need to ensure that compliant with HMRC.</p>
<p>ACTION: JMR to split expenses policy and look at costs</p>	<p>JMR</p>