

Minutes

Finance Committee Meeting

Date: Monday 18th November 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 Vigers - Chair, Healthwatch CWL Board Layo Yusuf - Treasurer Tania Kerno - Healthwatch CWL Board and Healthwatch K&C Local Committee Abdul Towolawi - Healthwatch Kensington & Chelsea Local Committee Patrick McVeigh - Healthwatch Hammersmith and Fulham</p> <p>Staff: Olivia Clymer - CEO, Healthwatch CWL Tsveta Todorova - Finance and Office Manager, Healthwatch CWL</p> <p>Declaration of Interest None.</p> <p>Layo opened the meeting at 18:03 and welcomed everyone.</p>
1	<p>Minutes from Meeting 16th September Approved with minor amendments.</p> <p>On page 2, item 5 correct “trustee charity” to “Trusted Charity”.</p>
2	<p>Action Log</p> <p><i>Item 1</i> OC has identified development opportunities and will present this to Board on 25th November.</p> <p><i>Item 2</i> Anti-fraud draft policy discussed in item 3. LY recommends internal audit programme is set up rather than carrying out internal audit check with Christine and Patrick. Discussion about costs involved and size of charity relative to programme. OC to contact NCVO for guidance and specifications will be looked at next meeting.</p> <p><i>Item 3</i> Metro Bank failed to inform HWCWL that Barclays rejected application. Clarification sought to ensure error is not repeated. BACS application to be resubmitted.</p> <p><i>Item 4</i> OC has had meetings, but progress depends on release of implementation plan. Item moved to development pipeline.</p> <p><i>Item 5</i> Remove.</p> <p><i>Item 6</i> Remove.</p> <p><i>Item 7</i> Addressed in item 6b.</p> <p><i>Item 8</i> LY to present updated Reserves Policy at next Finance Committee Meeting.</p>

	<p><i>Item 9</i> Updated finance risk register and mitigating actions to be presented at next Finance Committee Meeting.</p> <p><i>Item 10</i> Removed.</p> <p><i>Item 11</i> OC circulated information on laptop costings to Board. Board approved expenditure. Current laptops will be retained and used for volunteers.</p> <p><i>Item 12</i> JMR and OC developed job description and applications close end of November.</p> <p><i>Item 13</i> In progress. JMR will present at next Finance Committee Meeting.</p>
	<p>ACTION: Add development pipeline to 25th November Board Meeting agenda. OC</p> <p>ACTION: OC to contact NCVO for guidance on specifications internal audit programme for charity of Healthwatch’s scale. This will be presented at next Finance Committee Meeting. OC</p> <p>ACTION: LY to present updated Reserves Policy based on decision made by Board at next Finance Committee Meeting. LY</p> <p>ACTION: OC to present finance risk register and mitigating actions at next Finance Committee Meeting. OC</p> <p>ACTION: JMR to split expenses policy and costs for next Finance Committee Meeting. JMR</p>
3	<p>Draft Anti-Fraud Policy OC asked for feedback on anti-fraud policy circulated to Committee. JMR asked 'employees' to replace 'staff' and 'Healthwatch' to replace 'Charity'. Its entire staff. Directors, staff and volunteers' to be changed to 'employees and volunteers' in point 4. Responsibilities of CEO and senior management team to be merged (5b and 5c). Clarity that Board delegates responsibilities to CEO (5b) and that volunteers alert Healthwatch, CEO or Board rather than manager (5e). Include abiding by code of conduct (5e). Date agreed, last date reviewed, review schedule of 3 years and references to other policies including Trustee Code of Conduct and Voluntary Handbook to end of document.</p>
	<p>ACTION: OC to make changes to Anti-Fraud Policy and circulate to Board for final comments. OC</p>
4	<p>Annual Accounts & Narrative ahead of AGM on 25th November LY asked for questions and comments on draft accounts.</p> <p>TK asked for Christine Vigars and Lynn Hill to be specified on page 7 as holding seats on NWL Collaboration Board. Reserves on page 8 needs to be updated to reflect Reserves Policy and ensure consistency with figure. Wording in paragraph 2 of page 9 about funding levels to be checked.</p> <p>The reductions in income and endowments and expenditure (page 13) between 2018 and 2019 was raised. LY suggested this may be due to miscoding of income and due to transition between Hestia and HWCWL. OC clarified that there are no outstanding items on income. LY asked for income to be double checked by Ben and Tsveta and for issues to be identified.</p> <p>TK asked about the figures on page 17 on expenditure on charitable income and in the annual report. Change Hammersmith & Fulham PPG to West London (page 17).</p>

	<p>Statement about staff and trustees and figures for staff costs to be checked. Discussion about figures used by Ben (accountant) and LY suggested that TT make a list of areas that need to be discussed with Ben. On page 21, item 14 needs to be updated.</p> <p>CV asked for designated funds in item 8 (page 20) to not be divided but to reflect the tri borough contract in presentation. Replace 'Hammersmith & Fulham CCG PPG' with 'West London PPG' and remove 'Primary Winter Care Project and Half Penny Steps' on page 20. Remove 'Hammersmith & Fulham' in 3a (page 17).</p> <p>LY stated the key areas for TT to resolve with Ben are salaries and incomes. Ben will then produce draft 2, which will be sent to LY to review in 2 weeks' time. TK asked that the finance committee reviews accounts before they are sent to the Board as part of the governance process. CV asked for Finance Committee to be updated via email by 2nd December.</p> <p>LY asked for comms to proof-read next draft and ensure 2018/19 figures are consistently used.</p>
<p>ACTION: OC to circulate monthly management accounts from March 2019.</p> <p>ACTION: TT to liaise with Ben to address issues with salaries and income in particular and changes outlined by Board.</p> <p>ACTION: Ben to produce draft 2 and LY to review in 2 weeks' time.</p> <p>ACTION: Finance Committee to receive draft 2 or update via email by 2nd December.</p> <p>ACTION: OC and comms to proof-read draft.</p>	<p>OC</p> <p>TT, Ben</p> <p>Ben, LY</p> <p>CV, TK, JMR, PM, AT, JM</p> <p>OC, comms</p>
<p>5</p>	<p>Appointment for the External Examination of the Annual Accounts Paper Due to Ben's involvement in the final of set accounts, a new external examiner needs to be appointed. CV asked for a list of potential examiners with CVs, qualifications, reference and quotes.</p>
<p>ACTION: OC to ask Ben for recommendations.</p>	<p>OC, Ben</p>
<p>6</p>	<p>Monthly Management Accounts (April to October)</p> <p>a. Management Accounts Narrative</p> <p>TT presented the monthly management accounts. Invoiced 3 boroughs for the third quarter and received payment except from RBKC. Following up on project income for PPG Westminster (£30,000) and A&E surveys (£6,000). The underspend of £15,000 on salaries is due to the unfilled engagement lead, which is being advertised. LY asked for the forecast to include expected costs.</p> <p>Overspend in running costs is due to consultancy for Hammersmith & Fulham tender, which was not budgeted (£6,000), legal and professional fees due to recruitment costs for engagement lead positions (£6,000) and trustee expenses for a notetaker (£1,200).</p> <p>Discussion on office rent and running expenses. TK asked for a breakdown of costs. JM thanked TT for inclusion of forecast column.</p> <p>Forecast suggests surplus of £43,000 but engagement lead, external examiner and laptop expenditure has not been factored in. There was discussion about laptops as capital or revenue expenditure and existing accounts policy. LY suggested TT discusses it with Ben.</p>

	<p>b. Note of full time staff equivalents</p> <p>FTE of staff equates to 9.3 full-time employees. JMR asked for breakdown to be presented as an org chart in future.</p> <p>Based on the calculation of costing of long-term plan there was a surplus of £6.34. CV thanked OC and TT for their work and the cost structure will be refined going forward.</p>	
	<p>ACTION: TT to circulate office rent and running expenses breakdown.</p> <p>ACTION: TT to discuss with Ben laptops and capital expenditure.</p>	<p>TT</p> <p>TT</p>
<p>7</p>	<p>Opening of additional Bank Account - resolution pro tem</p> <p>OC and TV reviewed options for additional bank account to hold reserves given the state of Metro Bank. Finance Committee approved opening 2 Santander savings accounts and for 3 month cash needs (£125,000) to be retained in Metro Bank. CV asked for this to be reviewed in 6 months' time. OC to bring bank statements from Santander accounts to each Finance Committee Meeting.</p>	
<p>8</p>	<p>Update Youth Worker Role</p> <p>Youth worker role is being offered as a secondment and is live on website, which was finalised based on feedback from JMR and addressing AT's concern around sustainability. It is focused on Westminster and Kensington & Chelsea.</p>	
	<p>ACTION: OC to update on whether staffing costs covered by budget or reserves at next meeting.</p>	<p>OC</p>
<p>9</p>	<p>AOB</p> <p>None arising.</p>	