

Minutes

Finance Committee Meeting

Date: Monday 6th January 2020

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 Helen Cooke - Healthwatch Westminster Abdul Towolawi - Healthwatch Kensington & Chelsea Local Committee</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 18:12 and welcomed everyone.</p>
1	<p>Minutes from Meeting 18th November Approved with no amendments.</p>
2	<p>Action Log</p> <p><i>Item 1</i> Development and investment opportunities presented to the Board on 25th November. OC to present report to Board on 13th January.</p> <p><i>Item 2</i> External examination of annual accounts is complete. Finance procedures in place to be finalized. Remove Christine and Patrick from internal audit check.</p> <p><i>Item 3</i> Received email on 20th December about the limit required. OC and TT to follow up.</p> <p><i>Item 4</i> On hold. Reserve position discussed in item 3.</p> <p><i>Item 5</i> LY has split the reserves policy, which will be brought to the Board on 13th January.</p> <p><i>Item 6</i> Completed.</p> <p><i>Item 7</i> Completed.</p> <p><i>Item 8</i> Completed. Olivia, Tsveta, Layo and Men met on 27th November.</p> <p><i>Item 9</i> Completed.</p> <p><i>Item 10</i> Completed. Office rent and running costs detailed in monthly management accounts.</p>

Item 11 Staffing costs are dependent on the outcome of the Hammersmith & Fulham tender.

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Annual Accounts & Narrative with Independent Examination

LY apologised that an updated draft set of accounts was distributed earlier that day and asked for comments and questions.

Change director to CEO and add space between registered office and solicitors (page 1). Change 'to 31 March 2019' to 'until 31 March 2019' (paragraph 1 page 2) and add 'when Healthwatch Central West London (HWCWL) became an independent organisation and adopted revised Memorandum and Articles of Association' (paragraph 2 page 2). Remove full stop after March 2019 (paragraph 5 page 2). Change 'auditor' to 'independent examiner' (bullet points 1 and 2, paragraph 6 page 4). Add full stop after the last bullet point (page 5).

Change grammar (paragraph 1 page 6) and change 'what members were interested in getting involved with' to 'how members were interested to get involved' (paragraph 1 page 6). Add apostrophe to 'family's engagement' and remove words following 'During the year we have been able to strengthen our Local Committee structures.' (paragraph 1 page 6). Change dashes to commas (paragraph 1 page 6). OC to add a brief sentence explaining commissioners and providers. Change 'dedication' to 'commitment' (paragraph 3 page 6). Remove 'across North West London' (bullet point 1 page 6). Divide bullet point 2 into 2 sentences, the second beginning 'We aim to' (page 6). Remove hanging bullet point (page 6) and add to sentence beginning 'monitoring services' (page 7). Add 'visits' to 'Enter and View' and OC to add additional clause about sharing with providers (bullet point 1 page 7). CV asked for a sentence about the 2 seats for North West London to be added and to check whether it was a committee or a board (page 7).

OC to make changes to the text.

Change 'is the contract' to 'are the contracts' (page 8). To check allocation of Christine's donation in 17/18 for consistency in 18/19. OC to add a sentence at the end of the reserves paragraph about the Board agreeing to provide financial support for 2019/20 and rework existing final sentence in paragraph (page 8). AT asked for a sentence to be added to 'planning for future years' about withstanding financial pressures in the future and LY suggested the work with young people could be alluded to. OC to add an additional sentence, which may include 'prudent with the reserves given the vulnerability to contract positions and retendering'. Change 'contract' to 'contracts' (page 9).

Date of approval to be changed (page 10). Remove 'funding was reduced by 10%' (page 10). There was discussion about whether income is recorded when the invoice is issued or income received, and how the variance occurs due to the timing of income. LY stated that 63,667 needs to increase by 37,000 because the Kensington & Chelsea PPG income is recorded as 18,667 (note 2 page 17) but should be 56,000. Examiner requires a second invoice as evidence of this. Figures on page 13 will change. Comment to be added under 'Charitable activities' (page 13) that the Kensington & Chelsea PPG contract transcends two financial years. Change 'Kensington & Chelsea PPG' to 'West London'. OC and CV to make changes to wording of headings (page 17). OC to send scanned copy to LY to make changes. TT asked for PPG Westminster's programme of activity to be checked with K&C PPG. LY to check expenditure (page 13). There was discussion on the inter-company account figure (page 14) and LY concluded this was agreed by an independent examiner based on the current audit trail.

There was discussion about support cost allocations across contracts (page 18). It was agreed to allocate based on revenue and reassess halfway through next year. OC to send amendments to paragraph 1 (page 19) to LY. There was discussion of staff costs. Designated funds to be presented as tri borough (page 21). OC to make amendment to final bullet point (page 21). LY to send OC Word document to make changes. Remove 'additional transition costs to independence' (page 21). Remove 'Primary Winter Care' (page 22). LY to check restricted

	<p>funds figure (page 23). Remove first sentence in note 13 (page 23) and change ‘by Hestia’ to ‘from Hestia’.</p> <p>Independent examiners report to be discussed at next finance committee meeting.</p>	
	<p>ACTION: OC to make changes to text (pages 1 - 9).</p> <p>OC to send LY amendments (page 10, 13, 17, 19, 21, 22, 23) and LY to make changes.</p> <p>LY and OC to provide amendments, reapportion support costs and include 56,000 income with invoice evidence for examiner.</p> <p>TK, TT and OC to check final draft on Friday to present to Board for sign-off on Monday.</p>	<p>OC</p> <p>OC, LY</p> <p>OC, LY</p> <p>OC, TT, TK</p>
4	<p>Monthly Management accounts (April to December)</p> <p>a. Management Accounts narrative</p> <p>To be discussed at next finance committee meeting.</p>	
5	<p>Finance risk register</p> <p>To be discussed at next finance committee meeting.</p>	
6	<p>Update on H&F Contract position if announced</p> <p>Not announced.</p>	
7	<p>Development / investment pipeline</p> <p>To be discussed at Board.</p>	
8	<p>AOB</p> <p>None arising.</p>	