

Healthwatch Nottinghamshire
(Company number 08407721)
Financial statements
for the period from 18 February 2013 to 31 March 2014

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**Healthwatch Nottinghamshire
Directors' report
for the period from 18 February 2013 to 31 March 2014**

The directors submit their annual report and the financial statements for the period from 18 February 2013 to 31 March 2014.

Full name Healthwatch Nottinghamshire

Date of incorporation 18/02/13

Registered company number 08407721

Registered address

Unit 2-3, Byron Business Centre, Duke Street, Hucknall, Nottingham, NG15 7HP

Directors

Joe Pidgeon, from 01/03/13, Chair
Alan Sutton, from 01/03/13, Treasurer
Shirley Inskip, from 01/03/13
Julie Woodin, from 12/09/13
Andrew Monroe, until 01/03/13
Fiona Simpson, until 01/03/13

Company Secretary

Claire Grainger

Governing document

The company is operated under the rules of its memorandum and articles of association adopted 18 February 2013.

It is a company limited by guarantee and therefore has no share capital. The liability of each member in the event of winding-up is limited to £1.

Overall management of the company is the responsibility of the directors who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

New board members will be appointed/re-appointed at the AGM each year. If there is a vacancy or vacancies on the board, a selection process will take place in the lead up to the AGM. Board members will review their mix of skills and experience on an annual basis to identify if there are any gaps that need to be filled. If board members are due to stand down, the skills and experience required of new members will also be identified. The role descriptions for the relevant posts will be reviewed, if necessary.

Opportunities to join the Healthwatch Nottinghamshire board will be advertised widely through local channels and interested people will be invited to submit an application form. A panel consisting of 2 board members and 2 non-board members will shortlist the applicants and interview the shortlisted applicants.

If a vacancy arises during the year, the board members will identify the skills the board is missing and will seek to co-opt a member on a temporary basis until the next selection

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process takes place. The chair will take the lead in identifying a co-optee, in consultation with other board members. The chair may approach people directly, approach professional bodies for particular skills or knowledge or advertise for a temporary board member. The co-option will be agreed by the board at a board meeting.

Independent examiner

John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road, Nottingham, NG1 3FB

Exemptions

The directors have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Aims and objectives

The objects of the company shall be specifically restricted to reaching out to people and communities of Nottinghamshire and using the knowledge and experiences of its service users and the voice of communities to bring about integrated improvements in health and social care for all.

In carrying out its objects, the company shall promote equality of opportunity and oppose any form of discrimination on grounds of race, ethnic origin, gender, sexual orientation, age, disability or religion.

Review of the activities of the company

Healthwatch Nottinghamshire is one of 152 local Healthwatch across England. Healthwatch is the new consumer champion for health and social care which aims to ensure that the voices of users of health and social care reach the ears of decision makers. The statutory role and function of Healthwatch is laid down in the NHS and Social Care Act of 2012, but local areas have discretion about how their local Healthwatch delivers its services.

Healthwatch Nottinghamshire aims to empower individuals and groups to influence the health and social care services they receive. Healthwatch covers all statutory health and social care services and services for adults and children.

Healthwatch Nottinghamshire's activities are focused on:

- Enabling people to feedback about their experiences of health and social care services;
- Monitoring concerns and complaints about health and social care services;
- Collating information and compiling reports about people's experiences and views;
- Presenting information to commissioners and providers of services and to the Health and Wellbeing Board with the aim of influencing future service delivery.

Summary of the main achievements during the period

Healthwatch Nottinghamshire was set up as a new company in February 2013 to deliver the contract for Healthwatch in the County. Between that date and the end of March 2014, we have:

- Set up the new organisation, devised a staffing structure, taken on staff from the former Nottinghamshire Link and recruited new staff to undertake all of the roles in the structure;
- Developed policies, procedures and systems for the new company;

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- Established working relationships with six Clinical Commissioning Groups, seven District Councils, Nottinghamshire County Council, a range of provider organisations and the Voluntary and Community Sector;
- Developed a range of communications materials and promoted Healthwatch Nottinghamshire through our own and partners' networks;
- Grown our mailing list of contacts;
- Developed Volunteer Policies and Procedures and recruited over 30 volunteers to a range of roles;
- Set up an Advisory Group of stakeholders to support the Healthwatch Nottinghamshire Board in its work;
- Developed a process for prioritising issues that are reported to us and recruited volunteers to join a Prioritisation Panel;
- Developed feedback mechanisms including developing our website and producing a range of reports, including our first 'Have Your Say' report;
- Presented reports about issues reported to Healthwatch Nottinghamshire to providers and commissioners;
- Been active participants in a range of meetings and forums, including membership of the Health and Wellbeing Board and participation in Health Scrutiny Committees.

The company's policy on reserves

It is the aim of the Healthwatch Nottinghamshire Board that the organisation moves to a position that it holds the following level of reserves:

- A general reserve equivalent to three months running costs to ensure that the organisation could continue to operate during a period of an unexpected reduction or cut to its core funding. In 2014/15 three months running costs is equivalent to £100,000;
- A designated reserve of £10,000 to cover periods of extended sickness absence or parental leave and redundancy costs at the end of contracts;
- A designated reserve of £6,000 to cover the costs of making good the offices space at the end of the lease at the Byron Business Centre.

The remainder of Healthwatch Nottinghamshire's reserves will be made available to cover shortfalls in Healthwatch Nottinghamshire's income generating activities, subject to trustee approval.

Responsibilities of the directors

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the directors are required to: select suitable accounting policies, as described on page 9, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

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Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The directors declare that they have approved the directors' report above.

Signed on behalf of the company's directors:

Signed _____
Joe Pidgeon, Director

J. Pidgeon

Date 14/7/14

**Independent examiner's report to the directors of
Healthwatch Nottinghamshire
for the period from 18 February 2013 to 31 March 2014**

I report on the accounts of the company, which are set out on pages 7 to 11. **The company is not a registered charity**, however, I have carried out an independent examination based on the procedures required for a registered charity.

Respective responsibilities of directors and examiner

The company's directors consider that an audit is not required for this year and that an independent examination is appropriate.

It is my responsibility to:

- examine the accounts;
- state whether particular matters have come to my attention.

Basis of independent examiner's report

An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

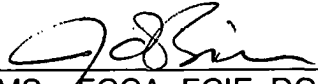
In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the directors have not met the requirements to ensure that:

- proper accounting records are kept; and
- accounts are prepared which agree with the accounting records;

or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 24/7/14
John O'Brien MSc, FCCA, FCIE, DChA
Employee of Community Accounting Plus

Healthwatch Nottinghamshire
Profit and loss account
(incorporating the income and expenditure account)
for the period from 18 February 2013 to 31 March 2014

	Note	£
Income		
Grants & donations	2	465020
Bank interest		149
Total income		<u>465169</u>
Expenditure		
Wages, NI & pension		166027
Travel & subsistence		6501
Volunteer expenses		841
Recruitment		679
Training (volunteers)		66
Training (staff & board)		4154
Rent & room hire		10781
Premises maintenance		171
Utilities		724
Insurance		3048
Set up costs		4127
Telephone & postage		3598
Printing & stationery		4417
Publicity & website		6220
Publications & subscriptions		656
Legal & professional		8993
Equipment, repairs & renewals		9203
Refreshments		502
Bank charges		147
Sundry expenditure		75
Depreciation	3	5579
Total expenditure		<u>236509</u>
Net income(expenditure) before taxation		228660
Tax		<u>-</u>
Net income(expenditure) after taxation		228660
Total funds brought forward		<u>-</u>
Total funds carried forward		<u>228660</u>

All the activities of the company are classed as continuing

The notes on pages 9 to 11 form part of these financial statements

Healthwatch Nottinghamshire
Balance sheet
at 31 March 2014
Company number 08407721

	Note	£	£
Fixed assets			
Tangible assets	3	<u>11589</u>	
Total fixed assets			11589
Current assets			
Debtors	4	103211	
Cash at bank and in hand		<u>125836</u>	
Total current assets		229047	
Liabilities			
Creditors:	5		
amounts falling due within one year		<u>(11976)</u>	
Net current assets			217071
Net assets			<u>228660</u>
The funds of the company			
Unrestricted income funds			<u>228660</u>
Total funds			<u>228660</u>

Exemption from audit

For the period ending 31/03/14 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- *The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;*
- *The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.*

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The directors declare that they have approved the accounts above.

Signed on behalf of the company's directors:

Signed 
 Alan Sutton, Director

Dated 14/7/2014

Healthwatch Nottinghamshire
Notes to the accounts
for the period from 18 February 2013 to 31 March 2014

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and the Financial Reporting Standard for Smaller Entities (effective April 2008) and in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the company in the year.

Resources expended

These have been analysed using a natural classification.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a straight line basis.

The rates applicable are:

Fixtures & fittings	10.0%
IT equipment	33.3%

2. Grants & donations

	£
Nottinghamshire County Council	465000
Sundry donations	20
	<u>465020</u>

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3. Fixed assets

	Fixtures fittings £	IT equipment £	Total £
Cost			
Balance brought forward	-	-	-
Additions	618	16550	17168
Disposals	-	-	-
Balance carried forward	<u>618</u>	<u>16550</u>	<u>17168</u>
Depreciation			
Balance brought forward	-	-	-
Disposals	-	-	-
Charge for year	62	5517	5579
Balance carried forward	<u>62</u>	<u>5517</u>	<u>5579</u>
Net book value			
Brought forward	-	-	-
Carried forward	<u>556</u>	<u>11033</u>	<u>11589</u>

4. Debtors

	£
Other debtors	100195
Prepayments	3016
	<u>103211</u>

5. Creditors

	£
Trade creditors	392
Other creditors	4079
Accruals	7505
	<u>11976</u>

6. Staff costs and numbers

	£
Wages	145380
Social security costs	13142
Pension	7505
	<u>166027</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the period was 7.

The company contributes to a defined contribution pension scheme for 6 employees.

7. Directors' remuneration, benefits and expenses

During this period, a total of £1,711 was reimbursed to five directors for travel expenses incurred. One director was paid a gross salary of £13,154.

Healthwatch Nottinghamshire

8. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £1,200 plus VAT.

9. Annual commitments under operating leases

	Premises	Equipment
Operating leases which expire:	£	£
Within 2 - 5 years	<u>6850</u>	<u>877</u>

The leases can be terminated by a notice period of 3 months.

10. Previous period comparison

The previous period's figures have not been included for comparison because this is the company's first accounting period.