

**REGISTERED COMPANY NUMBER: 08413881 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1154278**

**HEALTHWATCH DERBYSHIRE LTD**  
**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**31 MARCH 2016**

**HEALTHWATCH DERBYSHIRE LTD**

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FOR THE YEAR ENDED 31 MARCH 2016**

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## HEALTHWATCH DERBYSHIRE LTD

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**  
08413881 (England and Wales)

**Registered Charity number**  
1154278

**Registered office**  
Unit 14 Riverside Business Centre  
Foundry Lane  
Milford  
Derbyshire  
DE56 0RN

#### Trustees

|                   |                     |
|-------------------|---------------------|
| D C Armin         |                     |
| Mrs M R Fullerton |                     |
| Ms P Gill         | - resigned 2.10.15  |
| Mrs S F Rafferty  |                     |
| Dr C E M Shearer  |                     |
| A J Simmons       |                     |
| Mrs E E Hyde      | - appointed 13.4.15 |
| D A Roulston      | - appointed 13.4.15 |
| D P Weinrabe      | - appointed 13.4.15 |
|                   | - resigned 30.3.16  |

#### Independent examiner

G S Gilbert  
FCA  
CAMERON HUGHES LTD  
Chartered Accountants  
16 Jubilee Parkway  
Jubilee Business Park  
Derby  
Derbyshire  
DE21 4BJ

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity was originally incorporated under the Companies Act 1985 on 21 February 2013 as a company limited by guarantee and is governed by its Memorandum and Articles of Association which were amended by special resolution on 9 July 2013. It was registered as a charity on 18 October 2013.

##### Recruitment and appointment of new trustees

A director (who also serves as a trustee and management group member) must be aged 18 years or older. Directors are appointed at the Annual General Meetings or by other directors. For full details of the appointment and duties of directors please refer to the Articles of Association. After the first Annual General Meeting, at each subsequent annual general meeting, one third of the directors, or, if their number is not three or a multiple of three, the number nearest to one third, must retire from office. Retiring directors can stand for appointment as directors again if they wish to do so. It is accepted that potential directors could be identified by personal recommendation or by advertising the vacancy.

## HEALTHWATCH DERBYSHIRE LTD

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational structure**

The Trustees delegate management responsibilities to the Chief Executive and also delegate certain functions to sub-committees. Each sub-committee has specific terms of reference and a chairman appointed by the Trustees. Trustees strengthen the sub-committees by co-opting experts in the relevant field when required.

This delegation is controlled by requiring regular reporting from the Chief Executive and the sub-committees to the Board of Trustees. Trustees acknowledge that such a system is designed to manage rather than eliminate the risk of failure to achieve Healthwatch Derbyshire's charitable purposes, and can only provide reasonable and not absolute assurance against material misstatement or loss.

Through the oversight of the Finance and Audit and Governance Sub-committees, Trustees review the effectiveness of the system of internal control and risk management.

##### **Wider network**

Healthwatch Derbyshire is part of a national network of Healthwatch organisations in England.

##### **Risk management**

Healthwatch Derbyshire is committed to a policy of identifying, monitoring and managing the risks that might adversely affect the activities in which they are involved. We define risk as the potential to fail to achieve business objectives and for loss both financial and reputation, inherent in the environment in which we operate and in the nature of the transactions undertaken.

The risk register is developing throughout the year as an ongoing process for identifying, evaluating and managing risk that Healthwatch Derbyshire faces and regularly reviewed by the Trustees. Appropriate actions have, where possible, been put in place to mitigate these risks.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charity's objectives are the advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship by:

- Providing information and advice to the general public about local health and social care services;
- Making the views and experiences of members of the general public known to health and social care providers;
- Enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities;
- Providing training and development of skills for volunteers and the wider community in understanding, scrutinising, reviewing and monitoring local health and care services and facilities.

##### **Public benefit**

The charity's Trustees have had due regard to the public benefit guidance published by the Charity Commission.

Healthwatch Derbyshire gives people in Derbyshire a powerful voice locally, regionally and nationally. Healthwatch works to help local people get the best out of their local health and social care services. Whether it is improving them for today or helping to shape them for tomorrow.

Healthwatch Derbyshire has been set up to represent the views and experiences of patients, service users and members of the public, through targeted engagement activities. With the aim of influencing and improving the design and delivery of Health and Social Care Services.

## HEALTHWATCH DERBYSHIRE LTD

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

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#### ACHIEVEMENT AND PERFORMANCE

- Creating reports for service providers and commissioners with recommendations for the improvement of services.
- Managing information sharing agreements with key stakeholders, which have been instrumental in improvements to service delivery and design.
- Representing the voice of patients and the public on Clinical Commissioning group meetings, the Health and Well-being Board, Adult Care Board, Children's Trust, Improvement and Scrutiny Committees, and the Quality Surveillance Group.
- The regular scrutiny of comments received by member of the public through the work of the Intelligence, Insight and Action Sub Group (IIA). To identify areas of concern and discuss what action needs to be taken by Healthwatch.
- Producing a quarterly Intelligence Report to keep key stakeholders up to date with our work, and support triangulation of data.
- Implementing our Enter and View programme.
- Feeding back to patients and the public about the impact their comments have had on service design and delivery. This includes the production of our Speak Out Newsletter, and E-bulletin.
- Development of systems to monitor our outcomes more effectively.
- Organising and targeting our engagement activity around key priorities with a clear rationale, in order to gather quality intelligence.
- Encouraging the active participation and involvement of local people as volunteers at all levels within the organisation and within all appropriate programmes and activities.
- Building on our digital presence through the development of our online feedback centre.

#### FINANCIAL REVIEW

##### Reserves policy

It is the aim of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure.

##### Principal funding sources

Our principal funding source is a five year contract from Derbyshire County Council, which commenced on 1 April 2013, to represent patient and public interests in health and social care locally, with all income classified as un-restricted funds for all our activities.

Healthwatch Derbyshire had a total income of £321,113 for the year ended 31 March 2016, actively working in partnership with our commissioners to ensure value for money and effective use of our resources while developing strategic direction for the future.

**HEALTHWATCH DERBYSHIRE LTD**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**FINANCIAL REVIEW**

**Operating Efficiently**

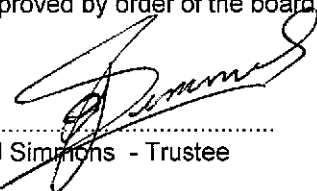
Healthwatch Derbyshire has effective governance and accountability and risk systems in place to oversee the work and ensure it has a robust management and staff structure to deliver the service remit.

We will continue to seek efficiencies and cost savings in our coming year, with frequent monitoring of expected costs and effective financial management critical to securing evidence based value for money and critical outcomes of engagement activities for people to receive of their local health and social care services.

**Restricted Funds**

During the year there have been no restricted funds by way of donations or investment income or long leasehold premises.

Approved by order of the board of trustees on 13<sup>th</sup> June 2016 and signed on its behalf by:

  
.....  
A J Simmons - Trustee

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEALTHWATCH DERBYSHIRE LTD

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I report on the accounts for the year ended 31 March 2016 set out on pages six to eleven.

### Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of FCA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

### Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

### 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 requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



G S Gilbert  
FCA  
CAMERON HUGHES LTD  
Chartered Accountants  
Derby

Date: 13 June 2016

HEALTHWATCH DERBYSHIRE LTD

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016

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|  | Notes | 2016<br>Unrestricted<br>fund<br>£ | 2015<br>Total<br>funds<br>£ |
|--|-------|-----------------------------------|-----------------------------|
| <b>INCOMING RESOURCES</b>                      |       |                                   |                             |
| <b>Incoming resources from generated funds</b> |       |                                   |                             |
| Voluntary income                               |       | 321,113                           | 321,413                     |
| <b>RESOURCES EXPENDED</b>                      |       |                                   |                             |
| <b>Charitable activities</b>                   |       |                                   |                             |
| Cost of provision of services                  |       | 271,901                           | 271,722                     |
| Governance costs                               |       | 6,341                             | 7,534                       |
| Other resources expended                       |       | 35,721                            | 37,215                      |
| <b>Total resources expended</b>                |       | <u>313,963</u>                    | <u>316,471</u>              |
| <b>NET INCOMING RESOURCES</b>                  |       | 7,150                             | 4,942                       |
| <b>RECONCILIATION OF FUNDS</b>                 |       |                                   |                             |
| Total funds brought forward                    |       | 33,749                            | 28,807                      |
| <b>TOTAL FUNDS CARRIED FORWARD</b>             |       | <u><u>40,899</u></u>              | <u><u>33,749</u></u>        |

The notes form part of these financial statements



**HEALTHWATCH DERBYSHIRE LTD****BALANCE SHEET  
AT 31 MARCH 2016**

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|  | Notes | £ | 2016<br>Unrestricted<br>fund<br>£ | 2015<br>Total<br>funds<br>£ |
|--|-------|---|-----------------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                              |       |   |                                   |                             |
| Tangible assets                                  | 5     |   | 4,384                             | 10,472                      |
| <b>CURRENT ASSETS</b>                            |       |   |                                   |                             |
| Cash at bank and in hand                         |       |   | 57,605                            | 24,813                      |
| <b>CREDITORS</b>                                 |       |   |                                   |                             |
| Amounts falling due within one year              | 6     |   | (21,090)                          | (1,536)                     |
| <b>NET CURRENT ASSETS</b>                        |       |   | <u>36,515</u>                     | <u>23,277</u>               |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       |   | 40,899                            | 33,749                      |
| <b>NET ASSETS</b>                                |       |   | <u>40,899</u>                     | <u>33,749</u>               |
| <b>FUNDS</b>                                     | 7     |   |                                   |                             |
| Unrestricted funds                               |       |   | 40,899                            | 33,749                      |
| <b>TOTAL FUNDS</b>                               |       |   | <u>40,899</u>                     | <u>33,749</u>               |

The notes form part of these financial statements

**HEALTHWATCH DERBYSHIRE LTD**

**BALANCE SHEET - CONTINUED  
AT 31 MARCH 2016**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

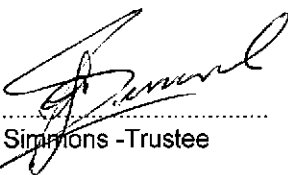
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 13<sup>th</sup> June 2016 and were signed on its behalf by:

  
.....  
A J Simmonds -Trustee

The notes form part of these financial statements

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HEALTHWATCH DERBYSHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

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1. ACCOUNTING POLICIES

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 33% on cost and 20% on reducing balance

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

|                             | 2016              | 2015              |
|-----------------------------|-------------------|-------------------|
|                             | £                 | £                 |
| Depreciation - owned assets | 7,525             | 7,294             |
| Hire of plant and machinery | 3,360             | 4,247             |
|                             | <u>          </u> | <u>          </u> |

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015 .

**Trustees' expenses**

Travel costs amounting to £1,456 (2015 - £2,627) were reimbursed to 10 trustees during the year ended 31 March 2016.

**4. STAFF COSTS**

|                     | 2016<br>£      | 2015<br>£      |
|---------------------|----------------|----------------|
| Wages and salaries  | 216,577        | 215,495        |
| Other pension costs | 11,021         | 9,598          |
|                     | <u>227,598</u> | <u>225,093</u> |

The average monthly number of employees during the year was as follows:

|                       | 2016     | 2015     |
|-----------------------|----------|----------|
| Charitable activities | <u>9</u> | <u>9</u> |

No employees received emoluments in excess of £60,000.

**5. TANGIBLE FIXED ASSETS**

|                       | Plant and<br>machinery<br>etc<br>£ |
|-----------------------|------------------------------------|
| <b>COST</b>           |                                    |
| At 1 April 2015       | 25,098                             |
| Additions             | 1,437                              |
| At 31 March 2016      | <u>26,535</u>                      |
| <b>DEPRECIATION</b>   |                                    |
| At 1 April 2015       | 14,626                             |
| Charge for year       | 7,525                              |
| At 31 March 2016      | <u>22,151</u>                      |
| <b>NET BOOK VALUE</b> |                                    |
| At 31 March 2016      | <u>4,384</u>                       |
| At 31 March 2015      | <u>10,472</u>                      |

HEALTHWATCH DERBYSHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                 | 2016<br>£     | 2015<br>£    |
|-----------------|---------------|--------------|
| Other creditors | <u>21,090</u> | <u>1,536</u> |

7. MOVEMENT IN FUNDS

|                           | At 1/4/15<br>£ | Net<br>movement in<br>funds<br>£ | At 31/3/16<br>£ |
|---------------------------|----------------|----------------------------------|-----------------|
| <b>Unrestricted funds</b> |                |                                  |                 |
| General fund              | 33,749         | 7,150                            | 40,899          |
| <b>TOTAL FUNDS</b>        | <u>33,749</u>  | <u>7,150</u>                     | <u>40,899</u>   |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 321,113                    | (313,963)                  | 7,150                     |
| <b>TOTAL FUNDS</b>        | <u>321,113</u>             | <u>(313,963)</u>           | <u>7,150</u>              |

HEALTHWATCH DERBYSHIRE LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016

|                                 | 2016<br>£      | 2015<br>£      |
|---------------------------------|----------------|----------------|
| <b>INCOMING RESOURCES</b>       |                |                |
| <b>Voluntary income</b>         |                |                |
| Consultancy                     | -              | 300            |
| Grants                          | 321,113        | 321,113        |
|                                 | <u>321,113</u> | <u>321,413</u> |
| <b>Total incoming resources</b> | 321,113        | 321,413        |
| <b>RESOURCES EXPENDED</b>       |                |                |
| <b>Charitable activities</b>    |                |                |
| Wages                           | 216,577        | 215,495        |
| Pensions                        | 11,021         | 9,598          |
| Publicity costs                 | 20,395         | 23,804         |
| Travel expenses                 | 11,270         | 9,259          |
| Conferences                     | 1,214          | 1,479          |
| Staff development costs         | 4,222          | 4,251          |
| Volunteer costs and expenses    | 1,268          | 1,883          |
| Room hire                       | 1,480          | 1,447          |
| Research activities             | 690            | 2,412          |
| Sundry meeting expenses         | 942            | 2,094          |
| Event costs                     | 2,822          | -              |
|                                 | <u>271,901</u> | <u>271,722</u> |
| <b>Governance costs</b>         |                |                |
| Accountancy                     | 1,275          | 1,248          |
| Independent examiner's fees     | 795            | 768            |
| HR professional fees            | 2,815          | 2,891          |
| Trustees' travel expenses       | 1,456          | 2,627          |
|                                 | <u>6,341</u>   | <u>7,534</u>   |
| <b>Support costs</b>            |                |                |
| <b>Management</b>               |                |                |
| Hire of office equipment        | 3,360          | 4,247          |
| Insurance                       | 2,218          | 2,239          |
| Light and heat                  | 785            | 900            |
| Telephone                       | 3,437          | 3,156          |
| Postage and stationery          | 2,001          | 3,272          |
| Sundries                        | 978            | 592            |
| Cleaning                        | 521            | 532            |
| Rent                            | 10,799         | 10,799         |
| IT support                      | 3,724          | 3,704          |
| Carried forward                 | 27,823         | 29,441         |

This page does not form part of the statutory financial statements

HEALTHWATCH DERBYSHIRE LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016

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|  | 2016<br>£    | 2015<br>£    |
|--|--------------|--------------|
| <b>Management</b>                            |              |              |
| Brought forward                              | 27,823       | 29,441       |
| Subscriptions                                | 336          | 480          |
| Depreciation of tangible and heritage assets | 7,525        | 7,294        |
|  | <hr/>        | <hr/>        |
|  | 35,684       | 37,215       |
| <b>Finance</b>                               |              |              |
| Bank charges                                 | 37           | -            |
|  | <hr/>        | <hr/>        |
| <b>Total resources expended</b>              | 313,963      | 316,471      |
|  | <hr/>        | <hr/>        |
| <b>Net income</b>                            | <u>7,150</u> | <u>4,942</u> |

This page does not form part of the statutory financial statements

