#### REGISTERED COMPANY NUMBER: 08396325 (England and Wales) REGISTERED CHARITY NUMBER: 1153450

# REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 FOR

HEALTHWATCH TORBAY & ENGAGING COMMUNITIES SOUTH WEST LTD

Barretts
Chartered Accountants &
Chartered Tax Advisers
22 Union Street
Newton Abbot
Devon
TQ12 2JS

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#### REPORT OF THE TRUSTEES

for the Year Ended 31 March 2020

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 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### Responsibilities of the Board of Directors/Trustees

Company law requires the Board of Directors/Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company. This is at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Directors/Trustees follow best practice and:

- " select suitable accounting policies and then apply them consistently
- " observe the methods and principles in the Charities SORP
- " make judgements and estimates that are reasonable and prudent
- " prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Directors/Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006.

The Board of Directors/Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

Our role as Torbay's independent consumer champion for Health and Social Care services is to collect the experiences that people have of local care and to use them to help shape local services. We gather and analyse information to identify key issues and trends and pass it on to Healthwatch England. We have statutory powers to hold poor services to account and report all feedback to relevant local and national bodies in order to improve services such as GP surgeries, dentists, hospitals, pharmacies, opticians and social care providers.

#### Our core functions are to:

- " Monitor and influence local health and social care provision
- " Harness the expertise of local communities, charities and voluntary organisations
- " Encourage people to share their views with us about the services they use
- " Give feedback to health and social care providers as well as to Healthwatch England
- "Inspect facilities if necessary. By law, trusts have to respond to our recommendations.
- " Signpost people to information about health and social care services in Torbay
- " Provide information about what to do and who to talk to if things go wrong
- "Ensure, above all that the public's voice is heard and responded to.

We review our aims, objectives and activities each year through our business plan. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help.

The review also helps us ensure that our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

#### **OBJECTIVES AND ACTIVITIES**

#### Chair's Report

During 2019/20 Healthwatch Torbay & Engaging Communities South West (HWT & ECSW) has continued to make significant progress towards meeting its aims and objectives.

We have exceeded our goals regarding contractual targets with our funding bodies; staffing; organisational structure; stakeholder & partner engagement; and working practices. There has also been opportunity for us to undertake commissioned work.

There have been challenges caused by COVID during the year, but the organisation has adapted quickly with the staff and volunteers rising to new scenarios on an almost daily basis.

One challenge was that our purpose-built walk in centre at Paignton Library (which we share with Torbay Carers Services) could not be used. Consequently, staff have worked primarily from their homes during the pandemic. Future arrangements are being considered as the situation develops.

Despite these most unexpected circumstances, consultation and engagement with residents continues. We have maintained a strong collaborative approach with our local partners which has ensured that they help to promote and support our endeavours, whilst sharing their own information with HWT & ECSW. We have been passing on this data to our partners, such as Torbay and South Devon NHS Foundation Trust, Devon Partnership Trust, Care Quality Commission, Local Authority, Healthwatch England, NHS Devon Clinical Commissioning Group, and many more. We will continue to promote our findings and recommendations to local, regional and national decision-making platforms.

A further significant development has been the successful tender for the Healthwatch Torbay contract as a constituent of a Partnership with Colebrook and Citizens Advice. This 'Healthwatch in Devon, Plymouth and Torbay' contract will be for three years, and with a possible further three years. Accordingly, we are now in a position of longer term stability in our Healthwatch endeavours.

In order to progress the wellbeing of Torbay residents we are uniquely placed as part of national, regional and local networks, identifying opportunities from the feedback we have gathered for system change. We use an independent on-line rate and review system alongside other engagement tools to gather local intelligence and identify trends across health and social care provision.

We have seen our reputation grow significantly both locally, regionally and nationally via the volume of public feedback we receive on a daily basis, and believe that we have made a significant contribution towards improving health & social care provision across Torbay. We have also been contacted to undertake additional commissioned work using our skills and expertise to gather service user feedback.

We continue to progress our mission to use local resident and community engagement towards the improvement and quality of our health and social care services. By engaging with our local communities, we can be innovative and move beyond consultation by harvesting opinions to promote the co-design and co-delivery of health and social care services.

Indeed, over the past twelve months HWT & ECSW has taken on a leading role in the voluntary and community sector and is now recognised as a an innovator in new forms of local statutory and voluntary collaborative working.

The Board of Trustees fully recognises the challenging landscape and environment and is accordingly fully aware of the opportunities and risks to the organisation. We are further cognisant of challenges, both short term, as with Covid, and longer term in increasing demand, reductions in the availability of volunteers etc, all which may impact on securing adequate future funding and resources for the organisation.

To this end, HWT & ECSW Board of Trustee have designated an amount of the organisation's reserves to 'Business Development Reserves' to help the organisation develop in the coming years. A further amount has been designated as a reserve to cover core costs for six months in the event of funding not being available.

We continue to progress our mission to use local resident and community engagement towards the improvement and quality of our health and social care services. By engaging with our local communities we can be innovative and move beyond consultation by harvesting opinions to co-design and co-deliver health and social care services. This will help to meet the challenges presented by an increasing demand on all provision. With our committed and skilled work force of staff, Trustees and volunteers we look forward to the coming year and believe that we can make additional significant improvements for those individuals, communities and organisations with which we work.

#### **Public benefit**

The trustees are aware of the Charity Commission guidance on public benefit and regularly review all of the activities to ensure that they do provide benefit to the public.

#### REPORT OF THE TRUSTEES

for the Year Ended 31 March 2020

#### FINANCIAL REVIEW

#### Financial review

Against the backdrop of limited resources and insecurities over funding, the Charity - with the support of the Trustees, staff and volunteers - has managed to deliver against its charitable aims and objectives.

The principal funding for the Charity has been received from the Local Authority by way of Grants with the existing contract due to end in March 2020.

Additional monies have been received throughout the year for specific target pieces of commissioned work for various stakeholders

#### **Principal funding sources**

Against the backdrop of limited resources and insecurities over funding, the Charity - with the support of the Trustees, staff and volunteers - has managed to deliver against its charitable aims and objectives.

The principal funding for the Charity has been received from the Local Authority by way of Grants with the existing contract due to end in March 2020.

#### Reserves policy

The Board of Trustees has examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted fund, not committed or invested in tangible fixed assets held by the charity, should be a minimum of 3 months of core expenditure..

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 9th February 2013 and registered as a charity on 16th August 2013. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The organisation's name was changed from Healthwatch Torbay to Healthwatch Torbay & Engaging Communities South West with effect from 26th April 2019.

The directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles are known as Directors. Under the requirements of the Memorandum and Articles of Association the Directors are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. All members of the Directors give their time voluntarily and received no benefits from the charity.

#### Organisational structure

The organisation has to have a minimum of three Directors/Trustees with no maximum number. They meet quarterly and are responsible for the strategic direction and policy of the charity. The Board of Directors/Trustees come from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number** 

08396325 (England and Wales)

#### **Registered Charity number**

1153450

#### REPORT OF THE TRUSTEES

for the Year Ended 31 March 2020

#### REFERENCE AND ADMINISTRATIVE DETAILS

#### **Registered office**

Paignton Library & Information

Great Western Road

Paignton

Devon

TQ4 5AG

#### **Trustees**

Dr K Dixon Chairman
J Drew Vice Chair

Mrs P Prior - resigned 4.2.20

Mrs P Teague

C Sumner - resigned 1.7.19
B Jope - resigned 28.7.20
N T Barnes - resigned 13.6.19

A L Tidy

#### **Company Secretary**

Mrs P Harris

TQ12 2JS

#### **Independent examiner**

I P Barrett FCA FCIE Barretts Chartered Accountants & Chartered Tax Advisers 22 Union Street Newton Abbot Devon

Approved by order of the board of trustees on 10 December 2020 and signed on its behalf by:

Dr K Dixon - Trustee

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEALTHWATCH TORBAY & ENGAGING COMMUNITIES SOUTH WEST LTD

### Independent examiner's report to the trustees of Healthwatch Torbay & Engaging Communities South West Ltd ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

I P Barrett FCA FCIE Barretts Chartered Accountants & Chartered Tax Advisers 22 Union Street Newton Abbot Devon TQ12 2JS

15 December 2020

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) for the Year Ended 31 March 2020

INCOME AND ENDOWMENTS FROM Donations and legacies	Ur Notes	restricted funds £ 120,000	Restricted funds £	2020 Total funds £ 201,651	2019 Total funds £ 210,795
Total		120,000	81,651	201,651	210,795
EXPENDITURE ON Charitable activities Charity		86,696	112,419	199,115	188,433
NET INCOME/(EXPENDITURE)		33,304	(30,768)	2,536	22,362
Transfers between funds	9	(5,878)	5,878	-	-
Net movement in funds RECONCILIATION OF FUNDS		27,426	(24,890)	2,536	22,362
Total funds brought forward		128,046	31,040	159,086	136,724
TOTAL FUNDS CARRIED FORWARD		155,472	6,150	161,622	159,086

#### BALANCE SHEET At 31 March 2020

	Uı Notes	nrestricted funds £	Restricted funds	2020 Total funds £	2019 Total funds £
CURRENT ASSETS Debtors Cash at bank and in hand	6	4,383 172,248 176,631	5,550 600 6,150	9,933 172,848 182,781	26,250 163,632 189,882
<b>CREDITORS</b> Amounts falling due within one year	7	(7,685)	-	(7,685)	(17,322)
NET CURRENT ASSETS		168,946	6,150	175,096	172,560
TOTAL ASSETS LESS CURRENT LIABILITIES		168,946	6,150	175,096	172,560
PROVISIONS FOR LIABILITIES	8	(13,474)	-	(13,474)	(13,474)
NET ASSETS		155,472	6,150	161,622	159,086
FUNDS Unrestricted funds Restricted funds	9			155,472 6,150	128,046 31,040
TOTAL FUNDS				161,622	159,086

### BALANCE SHEET - CONTINUED At 31 March 2020

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 10 December 2020 and were signed on its behalf by:

Dr K Dixon -Trustee

#### NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 March 2020

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

#### **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 INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

Other operating leases  $\begin{array}{c} \mathbf{2020} \\ \mathbf{\pounds} \\ \mathbf{6,195} \\ \hline \mathbf{8,331} \\ \hline \end{array}$ 

#### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

for the Year Ended 31 March 2020

#### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

#### Trustees' expenses

Expenses of £1,654 (2018:£477) in total were reimbursed to three (2018: three) trustees during the year.

#### 4. STAFF COSTS

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

2020 2019 4 4

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

The charity operates a defined contribution pension scheme. The pension cost represents the contribution payable by the charity to the scheme and amounted to £9,930 (2018: -£9,450).

#### 5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	120,000	90,795	210,795
Total	120,000	90,795	210,795
EVDENDITUDE ON			
EXPENDITURE ON Charitable activities	112.127	<b>55 205</b>	100 422
Charity	113,126	75,307	188,433
Total	113,126	75,307	188,433
NET INCOME/(EXPENDITURE)	6,874	15,488	22,362
RECONCILIATION OF FUNDS			
Total funds brought forward	121,172	15,552	136,724
TOTAL FUNDS CARRIED FORWARD	128,046	31,040	159,086

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2020

#### 6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Trade debtors Prepayments	2020 £ 9,010 923 9,933	2019 £ 26,250 
7.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	Trade creditors	2020 £ 7,685	2019 £ 17,322
8.	PROVISIONS FOR LIABILITIES		
	Provisions	2020 £ 13,474	2019 £ 13,474

The provision of £13,474 relates to an admission agreement between he charity, Devon County Council and Torbay Borough Council regarding potential pension liabilities for employees of the charity, previously employed by Torbay Borough Council to remain in the scheme administered by Devon County Council. At the date of the admission agreement the actuarial risk exposure was £13,474, an amount that the charity has to hold in an account under the control of all three bodies.

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#### 9. MOVEMENT IN FUNDS

		Net	Transfers	
		movement in	between	
	At 1.4.19	funds	funds	At 31.3.20
	£	£	£	£
Unrestricted funds				
General fund	128,046	33,304	(81,307)	80,043
Business Development Reserve	-	-	23,159	23,159
Core Costs Reserve			52,270	52,270
	128,046	33,304	(5,878)	155,472
Restricted funds				
Awards for All	4,910	(4,910)	-	-
CCG	6,855	(6,855)	5,550	5,550
Children & Young Peoples	-	(238)	238	-
FAIR Project	-	(90)	90	-
Quality Checkers	15,000	(15,000)	-	-
HWE 10 year forward view	4,275	(4,275)	-	-
HWE Enter & View	-	600	-	600
	31,040	(30,768)	5,878	6,150
TOTAL FUNDS	159,086	2,536		161,622

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2020

#### 9. MOVEMENT IN FUNDS - continued

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

	Incoming resources	Resources expended £	Movement in funds
Unrestricted funds General fund	120,000	(86,696)	33,304
Restricted funds	,	, , ,	•
Awards for All	_	(4,910)	(4,910)
CCG	35,643	(42,498)	(6,855)
Ageing Well	18,750	(18,750)	(0,033)
FAIR Project	10,720	(90)	(90)
Quality Checkers	3,000	(18,000)	(15,000)
HWE 10 year forward view	1,500	(5,775)	(4,275)
Staying Put Project	14,838	(14,838)	(4,273)
Digital Accelerator Project	5,000	(5,000)	_
Healthwatch Devon	1,120	(1,120)	_
Teignmouth & Dawlish Engagement	1,200	(1,200)	_
HWE Enter & View	600	(1,200)	600
Children & Young Peoples	-	(238)	(238)
	81,651	(112,419)	(30,768)
TOTAL FUNDS	201,651	(199,115)	2,536
Comparatives for movement in funds		Net movement in	
	At 1.4.18	funds	At 31.3.19
	£	£	£
Unrestricted Funds General fund	121,172	6,874	128,046
Restricted Funds Awards for All	2.412	2 408	4 010
	2,412	2,498	4,910
CCG	- 6 505	6,855 (6.505)	6,855
NHS England	6,595	(6,595)	-
Children & Young Peoples	6,545	(6,545) 15,000	15 000
Quality Checkers HWE 10 year forward view	-	4,275	15,000 4,275
	15,552	15,488	31,040
TOTAL FUNDS	136,724	22,362	159,086
	<u> </u>		

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2020

#### 9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds £
Unrestricted funds	~	•	~
General fund	120,000	(113,126)	6,874
Restricted funds			
Awards for All	9,820	(7,322)	2,498
CCG	25,000	(18,145)	6,855
NHS England	-	(6,595)	(6,595)
Children & Young Peoples	-	(6,545)	(6,545)
Ageing Well	14,912	(14,912)	-
Living Option	690	(690)	-
FAIR Project	1,073	(1,073)	-
Drugs and Alcohol PH	4,100	(4,100)	-
HWE maternity income	5,000	(5,000)	-
Quality Checkers	20,000	(5,000)	15,000
Health and Care videos	2,500	(2,500)	-
HWE 10 year forward view	5,700	(1,425)	4,275
Learnning disabilty	2,000	(2,000)	
	90,795	(75,307)	15,488
TOTAL FUNDS	210,795	(188,433)	22,362

Restricted funds relate to specific targeted pieces of commissioned work with various stakeholders undertaken throughout the year.

#### 10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

#### 11. ULTIMATE CONTROLLING PARTY

The charity is under the ultimate control of the trustees.

#### DETAILED STATEMENT OF FINANCIAL ACTIVITIES

for the Year Ended 31 March 2020

2020 £	2019 £
INCOME AND ENDOWMENTS	
Donations and legacies	
Grants 201,651	210,795
Total incoming resources 201,651	210,795
EXPENDITURE	
Charitable activities	
Wages 93,766	87,380
Social security 7,982	6,735
Pensions 10,423	9,930
Other operating leases 6,195	8,331
Insurance 765	782
Telephone 2,711	2,639
Postage and stationery 4,996	3,138
Sundries 519 Projects and research 65,887	153 45,411
Staff training 1,427	1,607
Staff travel 2,111	1,583
Volunteer expenses 595	1,203
Computer software and maintenance 974	1,223
Subscriptions and memberships -	124
Meeting room hire/refreshments 1,445	2,041
Equipment -	1,500
Marketing	3,076
Trustee expenses 1,573	1,654
Patient Engagement Platform (7,650)	7,650
193,719	186,160
Samuel and an Ar	
Support costs Finance	
Bank charges -	160
Governance costs	100
Accountancy and legal fees 4,781	1,463
Professional fees 615	650
5,396	2,113
Total resources expended 199,115	188,433
Net income 2,536	22,362