REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017 FOR

HEALTHWATCH CENTRAL BEDFORDSHIRE

CHARITY COMMISSION FIRST CONTACT

2 1 DEC 2017

ACCOUNTS RECEIVED

Foxley Kingham
Chartered Accountants
Prospero House
46-48 Rothesay Road
Luton
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LU1 1QZ

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REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2017

TRUSTEES Ms H M Hardy (resigned 31.10.16)

Mr D P Simpson

Mr R W Smith (resigned 31.10.16)

Mrs C Davies Mrs L Grant Mrs G Hiscox Mrs W Toomey

Ms M Coffie (Trustee) (appointed 3.4.17)

COMPANY SECRETARY Ms D Blackmun

REGISTERED OFFICE Capability House

Wrest Park Silsoe Beds MK45 4HR

REGISTERED COMPANY NUMBER 08399922 (England and Wales)

REGISTERED CHARITY NUMBER 1154627

INDEPENDENT EXAMINER Foxley Kingham

Chartered Accountants Prospero House 46-48 Rothesay Road

Luton Bedfordshire LUI 1QZ

REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2017

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 2017. 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).

OBJECTIVES AND ACTIVITIES

Public benefit

The Trustees have referred to guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The charity acts as the local independent consumer champion for the public to promote better outcomes in health and social care for all in Central Bedfordshire. In fulfilling this aim, the charity has:

Continued to recruit and train Volunteers to act as representatives, champions and in other roles within Healthwatch Central Bedfordshire in a variety of user groups, health and social care consultative bodies, public events, etc.

Contributed to the Governing Body of the Bedfordshire Clinical Commissioning Group (BCCG) and the Health and Wellbeing Board and Overview & Scrutiny Committee of Central Bedfordshire Council, and other key decision making public service committees in health and social care;

Conducted surveys and events to validate and better understand specific issues raised by service users and members of the public and report on these;

Developed and delivered a programme of Enter and View visits to care homes and GP Practices within Central Bedfordshire;

Led and participated in numerous meetings and events for the public across Central Bedfordshire;

Undertaken extensive signposting activities;

Maintained and developed channels of communication with BCCG as the health service commissioners, with other key health providers including the statutory mental health providers, East London Foundation Trust, with Social Care Services of Central Bedfordshire Council and with a range of voluntary sector providers of health and social care related services.

REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During 2016/17 Healthwatch Central Bedfordshire (HWCB) has continued to build on our working relationships with the Local Authority, Central Bedfordshire Council, the Bedfordshire Clinical Commissioning Group and the many providers of health and social care services across Central Bedfordshire to ensure that, by working together, we can influence and improve health and social care services for local residents.

We use all of our resources to fund unique and helpful ways to ensure that service users are heard and supported in sharing their experience and giving their opinions. We are committed to taking the patient and service user voice and satisfaction measures back to the commissioners and seeing the changes local people have asked for being put in place.

HWCB's operational priority actions for 2016/17 have been to continue to gather the experiences and understanding of people's needs through many different techniques including our 'Feedback Centre' on our website, the continued development of our volunteer programme and targeted research and insight studies into defined areas of concern.

Our small team of dedicated staff, with support from our Trustees and fantastic volunteers, generated over 4000 comments from local residents last year. Positive and negative comments about specific health and social care services are logged and fed through into reports that help service providers and the decision makers understand how the experiences of local people can help to influence change and improve the quality of care received. Through our Newsletters, E-bulletins, social media and our website, we have also kept thousands of people up to date on the issues that matter to them.

Particular focus of our work this year has been Domiciliary Care, Falls Prevention, Carers and the Non-Emergency Patient Transport Service. We are also playing a prominent role in the new Sustainability & Transformation Plans (STP) for Bedfordshire, Luton and Milton Keynes. HWCB launched a very successful public event in January 2017 to raise awareness of the Plans and to encourage local residents to share their views.

Our engagement activities have included Listening Events, Volunteer Training Days and a programme of visits to local community and social groups. Working with key stakeholders, other statutory organisations, the local community and voluntary organisations across Central Bedfordshire we also delivered an outreach project called 'Just Ask' during 2016/17 which comprised a series of events at different locations. The outreach project was designed to provide information, advice and guidance on health, social care and housing to local residents. HWCB staff were able to signpost residents to appropriate health and social care services using local knowledge, with support from the organisations that joined us at each location. Various surveys were conducted during the programme to gather information from local residents about their experience of health and social care services delivered locally.

HWCB designed and delivered the Older Peoples Festival in partnership with Central Bedfordshire Council in October 2016 where we bring together local services for older people to give older residents and their carer's opportunities to tell us what they need and want from these services, to help older people live independent, healthy and happy lives. Over 50 statutory organisations, voluntary, community and social groups exhibited at the Festival and the event attracted over 350 visitors plus local authority commissioners, local dignitaries and other local Healthwatch staff from Luton and Suffolk.

Since the launch of 'Young Healthwatch' the young people's group meet on a regular basis to discuss ways to engage with their peers, talk about their experiences and explore ways of engaging with the decision makers of health and social care services for young people. Their activities include intergenerational work supporting HWCB staff and Volunteers at the Festival for Older People in October 2016, helping to guide older people to various organisations exhibiting at the Festival whilst learning about their experiences of health and social care. Young Healthwatch members also met with surgery staff at a local practice in West Mid Beds to talk about young people's experience of visiting healthcare professionals. This led to a better understanding from professionals of the challenges faced by young people and a number of actions were discussed to better support young people when accessing their GP Surgery. Young Healthwatch members have also developed a supportive tool for young people to use on their first independent visits with healthcare professionals. The tool includes a body map to help show areas of pain and discomfort and a template form, designed to write down their symptoms and thoughts prior to their appointment. These tools are available to download on HWCB's Young Healthwatch website and members will seek ongoing feedback from those who have used the tool to ensure it continues to be effective.

REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Young Healthwatch plans for 2017/18 include work with young Carers to produce a film of their lived experiences explaining how caring affects their wellbeing, an informative blog on their dedicated website sharing their experiences, and the development of a programme of young ambassadors to visit schools encouraging other young people to have a voice.

Part of HWCB's programme of work is to carry out 'Enter & View' visits to health and social care services to find out how they are managed and to make recommendations where there are areas for improvement. The Health and Social Care Act 2012 allows local Healthwatch authorised representatives to observe service delivery and talk to service users, their families, patients and carers on premises such as hospitals, residential homes, GP Practices, dental surgeries, optometrists and pharmacies. During 2016/17 HWCB continued our programme of visits to GP Practices and Care Homes across Central Bedfordshire and carried out nine Enter & View visits. A full list can be found at www.healthwatchcentralbedfordshire.org.uk. Each Enter & View report is shared with the local authority, the Bedfordshire Clinical Commissioning Group, the Care Quality Commission and Healthwatch England. The final reports, many of which include the Provider response, are then published on our website.

Since the beginning of 2016 we are working even more closely with the Care Quality Commission as we are now sharing a national organisational structure. We hope to continue to be at the forefront of improvements in service provision.

A particularly challenging Enter & View for HWCB was carried out in August 2016 which involved visiting three GP Surgery sites which had amalgamated into one GP Practice. The visit identified issues concerning specific services offered at the practice but which covered three sites. Not all services were available at each site which caused confusion and logistical challenges for patients getting to outlying sites for certain clinical appointments. Other issues included the 'sit and wait' service and public transport between the sites. Our recommendations in the final report included more engagement with patients, and patient groups to be undertaken to ensure patient opinion is taken into account when making decisions about services offered and the appointment system used by the Practice. The Practice welcomed our suggestions and recommendations and are now involving patients to gain a better understanding of patient opinion to improve the patient experience. In addition one of HWCB's visits to a residential care home in Central Bedfordshire was undertaken as a result of concerns raised with regard to dignity and respect at the home. HWCB had previously visited the Home in April 2015 and, following the visit, had made some recommendations to the Manager and owner to improve the residents experience of care delivered within the Home. The Care Home made a limited response to HWCB's recommendations and a further visit was scheduled. In September 2016, HWCB's representatives spent a day at the Home talking to staff, residents and relatives, in addition to observing activities at the Home. Despite management assurance that the Home delivers a 'person centred approach' to care, several areas of concern were noted during the visit and identified in HWCB's final report, shared with key stakeholders. Concerns included a lack of dignity and respect shown to residents in respect of the Homes laundry service, personal care and food choices. Several recommendations were highlighted within the final report to address the concerns and other observations made on the day. Following attendance at a Provider Performance Meeting organised by the local authority, the Manager and owner of the Home were very open to HWCB's recommendations and developed an action plan to improve the resident's experience of care. HWCB agreed to a further visit later in the year to observe progress and effect of changes on residents

HWCB's work in the local community has included the following:

Taking part in various procurement streams for new services representing the voice of local people who use these services.

Contributing to the Joint Strategic Needs Assessment (JSNA) of the local area enabling both the community and service providers to understand local people; s most pressing health and social care needs and what support should be targeted as a priority.

Facilitated meetings for local people to attend and to be listened to and their views taken into account in relation to the Sustainability & Transformation Plans which may mean a significant change in services for local people.

Provided valuable material to the National Audit Office regarding Learning Disability Services.

In the midst of growing concerns around mental health services, HWCB played a key role in the development and planning of local service improvements through our continuing membership of the Mental Health Recovery Partnership Board.

REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE Charitable activities

During 2016/17 we produced three films highlighting the experiences of service users. We invited adult Carers to talk about their experiences, the challenges they face as a Carer and the support they feel they need. Many Carers gave a moving account of their caring responsibilities, how it affects their lives, including their ideas for how they can be better supported. This film was shown to the local authorities Health and Wellbeing Board and the Bedfordshire Clinical Commissioning Group; Governing Body as well as publishing on our website. Suggested actions included showing the film to social workers as part of their training and including Carers as part of procurement panels to help design services that better meet their needs. To learn more about the experiences of service users who are in receipt of domiciliary care, we also invited service users to talk on film. These films were shown to commissioning officers and local Councillors at the local authority to inform their commissioning processes. These films are also available to view on our website at www.healthwatch-centralbedfordshire.org.uk

Many more examples of our work throughout 2016/17 can be found on our website at www.healthwatch-centralbedfordshire.org.uk, and in HWCB's Annual Report 2016/17. HWCB has used our reports and recommendations to suggest how people; shealth and care services might be improved, in the following ways:

By sharing our Enter and View Reports with local Commissioners, Providers, the Care Quality Commission and Healthwatch England;

Publishing reports on our website about our engagement activities;

Sharing the results of various surveys about local services on our website and with the Providers and Commissioners of those services;

Supporting local people to report their complaint to the Commissioners of health and care services and the Parliamentary Health Service Ombudsman

Everything we do is based on discussion and feedback from Central Bedfordshire residents who present us with the evidence to challenge providers and commissioners to improve their quality of care.

FINANCIAL REVIEW

Reserves policy

The Trustees have agreed a level of reserves that is sufficient to manage end of contract closure and transition costs whilst also providing adequate funding to develop new income streams to help build the longer term sustainability of the charity.

The Trustees aim to transfer 5% of income to reserves annually and in addition every opportunity will be taken to increase reserves at the earliest possible time to a minimum of £20,000, approximately equivalent to two months' expenditure.

REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2017

FUTURE PLANS

Healthwatch Central Bedfordshire recognises our role and responsibility over the next year to support and engage with the population of Central Bedfordshire as effectively as possible. We are committed to having a pivatol role in both the BLMK Sustainability and Transformation Plans and the Right Care initiative and also contributing wherever possible to better integration between health and social care. Our future plans are to look at initiatives around self-care and social prescription because they are the two emphasis of the Better Care Fund. Self-care is an area that is being increasingly recognised in national policy and guidance and we have already started to develop a project about Falls Prevention. This is designed to identify work that individuals will be happy to undertake in their own homes to make them safer and also the support they would value to do this.

We have developed a clear strategy and operational plan for the year ahead which includes more 'Listening Events' and 'Hidden Voices' designed to reach the seldom heard to ensure that everyone has the opportunity to tell us about their experience of health and social care services in Central Bedfordshire. This gives us an excellent opportunity to achieve even

more next year.

Healthwatch Central Bedfordshire would like to thank all our Directors and Trustees for their continued support during 2016/17.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Mr D P Simpson - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEALTHWATCH CENTRAL BEDFORDSHIRE

Independent examiner's report to the trustees of Healthwatch Central Bedfordshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2017.

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

Mr Stephen Mason

BSc ACA Foxley Kingham

Chartered Accountants

Prospero House

46-48 Rothesay Road

Luton

Bedfordshire

LU1 1QZ

Date: 14.14.2017

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 MARCH 2017

		2017 Unrestricted fund	2016 Total funds
INCOME AND ENDOWMENTS FROM Charitable activities	Notes	£	£
Charitable Activities		152,065	150,000
Other trading activities	2	2,350	5,465
Total		154,415	155,465
EXPENDITURE ON Charitable activities Charitable Activities		140,703	159,806
NET INCOME/(EXPENDITURE)		13,712	(4,341)
RECONCILIATION OF FUNDS			
Total funds brought forward		33,310	37,651
TOTAL FUNDS CARRIED FORWARD		47,022	33,310

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

BALANCE SHEET AT 31 MARCH 2017

		2017	2016
		Unrestricted	Total
	N7 .	fund	funds
	Notes	£	£
CURRENT ASSETS			
Debtors	6	1,932	800
Cash at bank	· ·	47,650	32,511
		49,582	33,311
CREDITORS			
Amounts falling due within one year	7	(2,560)	(1)
NET CURRENT ASSETS		47,022	33,310
TOTAL ASSETS LESS CURRENT			
LIABILITIES		47,022	33,310
			-
NET ASSETS		47.022	22 210
NEI ASSEIS		47,022 ———	33,310
FUNDS	8		
Unrestricted funds		47,022	33,310
TOTAL NINDS		47.000	22.210
TOTAL FUNDS		47,022	33,310
			

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 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.

The financial statements were approved by the Board of Trustees on $\frac{11}{12}$ and were signed on its behalf by:

Mr D P Simbson -Trustee

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2017

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.

The presentational and functional currency is GBP.

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.

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. OTHER TRADING ACTIVITIES

	2017	2016
	£	£
Event income	2,350	5,465

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were trustees' expenses paid totalling £2,273 for the year ended 31 March 2017.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2017

6.

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

Senior Management Support Staff	2017 1 2	2016 1 2
	3	3

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

Total employee benefits paid to key management personnel for the year was £42,178.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted fund £
INCOME AND ENDOWMENTS FROM		
Charitable activities Charitable Activities		150,000
Charitable Activities		150,000
Other trading activities		5,465
Total		155,465
EXPENDITURE ON		
Charitable activities		
Charitable Activities		159,806
Total		159,806
NET INCOME/(EXPENDITURE)		(4,341)
RECONCILIATION OF FUNDS		
Total funds brought forward		37,651
TOTAL FUNDS CARRIED FORWARD		33,310
DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2017	2016
	£	£
Other debtors	-	800
Prepayments and accrued income	1,932	-
	1,932	800
•	====	

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2017

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2,560	1
Accrued expenses	1,200	
Trade creditors	1,360	1
	2017 £	2016 £

8. MOVEMENT IN FUNDS

	Net movement		
	At 1.4.16	in funds	At 31.3.17
Unwestricted funds	£	£	£
Unrestricted funds General fund	33,310	13,712	47,022
TOTAL FUNDS	33,310	13,712	47,022
	===		

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	154,415	(140,703)	13,712
TOTAL FUNDS	154,415	(140,703) =====	13,712

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

10. FIRST YEAR ADOPTION

As stated in note 1, these are the charity's first financial statements prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities SORP 2015. The accounting policies set out in note 1 have been applied in preparing the financial statements for the year ended 31 March 2017 and the comparative information presented in these financial statements for the year ended 31 March 2016.

The policies applied under the charity's previous accounting framework are not materially different to FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and therefore have not impacted on funds or financial activities.