

**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 2019**

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

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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 2019. 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**

**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.

**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, Improvement and Scrutiny Committees, and the Quality Surveillance Group.
- The regular scrutiny of comments received by members 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 happens through regular e-bulletins, written updates and through content on our website.
- 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, and our Facebook and Twitter accounts.
- The development of a Mental Health Engagement Service for service receivers and their carers called Mental Health Together.

**FINANCIAL REVIEW**

**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.

The charity also had a three year contract which started on the 1 April 2017 to deliver an Engagement Service for Mental Health Service Receivers and their Carers called Mental Health Together.

Healthwatch Derbyshire had a total income of £442,030 for the year ended 31 March 2019, 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.

**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.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

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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 the charity received restricted funds of £111,165 to run the Mental Health Together service which is an engagement service for Mental Health Service Receivers and their Carers.

**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.

**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.

**REFERENCE AND ADMINISTRATIVE DETAILS**

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

**Registered Charity number**  
1154278

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered office**

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

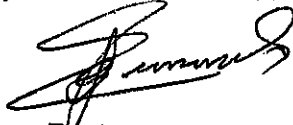
**Trustees**

Mrs M R Fullerton  
Mrs S F Rafferty  
Dr C E M Shearer - resigned 18.12.18  
A J Simmons  
T J Ride  
Mrs H M Barker  
Mrs H O'Connor  
Mrs M Hannah

**Independent examiner**

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

Approved by order of the board of trustees on 10 June 2019 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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**Independent examiner's report to the trustees of Healthwatch Derbyshire Ltd ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

**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**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA which is one of the listed bodies

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



G S Gilbert  
FCA  
CAMERON HUGHES LTD  
Chartered Accountants  
Derby

Date: 19<sup>th</sup> JUNE 2019

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted fund £	Restricted fund £	2019 Total funds £	2018 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		330,865	111,165	442,030	455,709
Investment Income	2	397	5	402	-
<b>Total</b>		<b>331,262</b>	<b>111,170</b>	<b>442,432</b>	<b>455,709</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Cost of provision of services		327,004	83,481	410,485	378,481
Other		2,076	-	2,076	42,869
<b>Total</b>		<b>329,080</b>	<b>83,481</b>	<b>412,561</b>	<b>421,330</b>
<b>NET INCOME</b>		<b>2,182</b>	<b>27,689</b>	<b>29,871</b>	<b>34,379</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>52,376</b>	<b>18,461</b>	<b>70,837</b>	<b>36,458</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>54,558</b>	<b>46,150</b>	<b>100,708</b>	<b>70,837</b>

The notes form part of these financial statements



BALANCE SHEET  
AT 31 MARCH 2019

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	6	8,585	13,101
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		174,586	74,803
<b>CREDITORS</b>			
Amounts falling due within one year	7	(82,463)	(16,867)
<b>NET CURRENT ASSETS</b>		<u>92,123</u>	<u>57,736</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		100,708	70,837
<b>NET ASSETS</b>		<u>100,708</u>	<u>70,837</u>
<b>FUNDS</b>	9		
Unrestricted funds		54,558	52,376
Restricted funds		46,150	18,461
<b>TOTAL FUNDS</b>		<u>100,708</u>	<u>70,837</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 charitable small companies.

The financial statements were approved by the Board of Trustees on 10 June 2019 and were signed on its behalf by:



A J Simmons -Trustee

The notes form part of these financial statements

**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 2016)', 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.

**Tangible fixed assets**

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

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 33% on cost

**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.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**2. INVESTMENT INCOME**

	2019	2018
	£	£
Deposit account interest	<u>402</u>	<u>-</u>

**3. NET INCOME/(EXPENDITURE)**

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

	2019	2018
	£	£
Depreciation - owned assets	5,812	6,060
Hire of plant and machinery	<u>2,602</u>	<u>1,489</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**Trustees' expenses**

Travel costs amounting to £1,068 (2018 - £995) were reimbursed to 2 (2018 - 5) trustees during the year ended 31 March 2019.

**5. STAFF COSTS**

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

	2019	2018
Charitable activities	<u>15</u>	<u>19</u>

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

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019

## 6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2018	8,889	33,690	42,579
Additions	-	1,096	1,096
At 31 March 2019	<u>8,889</u>	<u>34,786</u>	<u>43,675</u>
<b>DEPRECIATION</b>			
At 1 April 2018	4,661	24,817	29,478
Charge for year	845	4,767	5,612
At 31 March 2019	<u>5,506</u>	<u>29,584</u>	<u>35,090</u>
<b>NET BOOK VALUE</b>			
At 31 March 2019	<u>3,383</u>	<u>5,202</u>	<u>8,585</u>
At 31 March 2018	<u>4,228</u>	<u>8,873</u>	<u>13,101</u>

## 7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	-	14,754
Other creditors	82,463	2,113
	<u>82,463</u>	<u>16,867</u>

## 8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2019 Total funds £	2018 Total funds £
Fixed assets	10,589	(2,004)	8,585	13,101
Current assets	141,186	33,400	174,586	74,603
Current liabilities	(97,217)	14,754	(82,463)	(16,867)
	<u>54,558</u>	<u>46,150</u>	<u>100,708</u>	<u>70,837</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**9. MOVEMENT IN FUNDS**

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	52,376	2,182	54,558
<b>Restricted funds</b>			
Mental Health Grant	18,461	27,689	46,150
<b>TOTAL FUNDS</b>	<u>70,837</u>	<u>29,871</u>	<u>100,708</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	331,262	(329,080)	2,182
<b>Restricted funds</b>			
Mental Health Grant	111,170	(83,481)	27,689
<b>TOTAL FUNDS</b>	<u>442,432</u>	<u>(412,561)</u>	<u>29,871</u>

**Comparatives for movement in funds**

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
<b>Unrestricted Funds</b>			
General fund	36,458	15,918	52,376
<b>Restricted Funds</b>			
Mental Health Grant	-	18,481	18,461
<b>TOTAL FUNDS</b>	<u>36,458</u>	<u>34,379</u>	<u>70,837</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**9. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	330,863	(314,945)	15,918
<b>Restricted funds</b>			
Mental Health Grant	124,846	(106,385)	18,461
<b>TOTAL FUNDS</b>	<u>455,709</u>	<u>(421,330)</u>	<u>34,379</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	36,458	18,100	54,558
<b>Restricted funds</b>			
Mental Health Grant	-	46,150	46,150
<b>TOTAL FUNDS</b>	<u>36,458</u>	<u>64,250</u>	<u>100,708</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	662,125	(644,025)	18,100
<b>Restricted funds</b>			
Mental Health Grant	236,016	(189,866)	46,150
<b>TOTAL FUNDS</b>	<u>898,141</u>	<u>(833,891)</u>	<u>64,250</u>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2019.

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2019**

	2019 £	2018 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	442,030	455,709
<b>Investment Income</b>		
Deposit account interest	402	-
<b>Total incoming resources</b>	<u>442,432</u>	<u>455,709</u>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	297,627	298,180
Pensions	16,734	18,490
Publicity costs	11,640	15,708
Travel expenses	16,393	13,060
Conferences	523	434
Staff development costs	6,885	7,381
Volunteer costs and expenses	6,404	4,188
Room hire	3,114	3,556
Sundry meeting expenses	2,024	3,041
Event costs	563	424
Spoke fund	5,732	9,300
Steering group expenses	-	826
	<u>367,639</u>	<u>374,586</u>
<b>Support costs</b>		
<b>Management</b>		
Hire of office equipment	2,602	1,489
Insurance	2,305	2,476
Light and heat	1,037	955
Telephone	4,211	3,338
Postage and stationery	392	2,878
Sundries	2,235	811
Cleaning	662	567
Rent	10,954	11,213
IT support	5,222	6,589
Subscriptions	1,496	2,474
Depreciation of tangible and heritage assets	5,813	6,059
	<u>36,729</u>	<u>38,849</u>
<b>Finance</b>		
Bank charges	327	334
<b>Governance costs</b>		
Accountancy fees	1,692	1,656
Carried forward	1,692	1,656

This page does not form part of the statutory financial statements

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2019

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	2019	2018
	£	£
<b>Governance costs</b>		
Brought forward	1,692	1,656
Independent examiner's fees	1,092	1,056
HR professional fees	4,014	3,894
Trustees' travel expenses	1,068	955
	<u>7,866</u>	<u>7,561</u>
<b>Total resources expended</b>	412,561	421,330
<b>Net income</b>	<u>29,871</u>	<u>34,379</u>

This page does not form part of the statutory financial statements