

# HEALTHWATCH WAKEFIELD

England & Wales · Charity number 1166797

## Details

Status Registered

Legal form Charitable company

Company number [09907848](#)

Registered 2016-04-27

Register [View on the Charity Commission register](#)

## Contact

Address The Plex  
Beech House  
Margaret Street  
Wakefield  
West Yorkshire  
WF1 2DQ

Phone 01924787379

Email [enquiries@healthwatchwakefield.co.uk](mailto:enquiries@healthwatchwakefield.co.uk)

Website [www.healthwatchwakefield.co.uk](http://www.healthwatchwakefield.co.uk)

## Activities

**Objects:** THE ADVANCEMENT OF HEALTH AND THE RELIEF OF THOSE IN NEED BY REASON OF YOUTH, AGE, ILL-HEALTH, DISABILITY OR FINANCIAL HARDSHIP BY:(A) PROVIDING INFORMATION AND ADVICE TO THE GENERAL PUBLIC ABOUT LOCAL HEALTH AND SOCIAL CARE SERVICES;(B) MAKING THE VIEWS AND EXPERIENCES OF MEMBERS OF THE GENERAL PUBLIC KNOWN TO HEALTH AND SOCIAL CARE PROVIDERS;(C) ENABLING LOCAL PEOPLE TO HAVE A VOICE IN THE DEVELOPMENT, DELIVERY AND EQUALITY OF ACCESS TO LOCAL HEALTH AND CARE SERVICES AND FACILITIES;(D) PROVIDING TRAINING AND THE DEVELOPMENT OF SKILLS FOR VOLUNTEERS AND THE WIDER COMMUNITY IN UNDERSTANDING, SCRUTINIZING, REVIEWING AND MONITORING LOCAL HEALTH AND CARE SERVICES AND FACILITIES;(E) CONDUCTING INVESTIGATION AND RESEARCH INTO RELEVANT HEALTH AND SOCIAL CARE ISSUES AND MAKING PUBLIC THE USEFUL RESULTS OF SUCH WORK.

**Activities:** We provide information and advice about local health and social care services; make the views of the public known to health and care providers; enable local people to have a voice in the development and delivery of services; provide training and development for volunteers in understanding, reviewing and monitoring local health and care services; and conduct investigations and research.

## Classification

- **How:** Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- City Of Wakefield

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £493,582 | £466,044    | -      | -         |
| 2024-03-31 | £483,890 | £460,445    | -      | -         |
| 2023-03-31 | £422,921 | £446,167    | -      | -         |
| 2022-03-31 | £383,412 | £366,238    | -      | -         |
| 2021-03-31 | £321,634 | £305,504    | -      | -         |

## Trustees

| Name                   | Role | Appointed  |
|------------------------|------|------------|
| Andrew Kent            |      | 2016-04-27 |
| Berni O'Brien          |      | 2024-04-01 |
| Iain Wilkinson         |      | 2024-04-01 |
| Mary Roche             |      | 2024-04-01 |
| Melvyn Ingleson        |      | 2023-11-16 |
| Rachel Hanna           |      | 2024-04-01 |
| Richard Antony Harwood |      | 2024-03-03 |
| Roger Grasby           |      | 2024-04-01 |

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# Accounts

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Charity registration number 1166797 (England and Wales)

Company registration number 09907848

**HEALTHWATCH WAKEFIELD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2025**

# HEALTHWATCH WAKEFIELD

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                    |                                                                                                               |                          |
|------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------|
| Trustees                           | Andrew Kent                                                                                                   |                          |
|                                    | Melvyn Ingleson                                                                                               |                          |
|                                    | Roger Grasby                                                                                                  |                          |
|                                    | Rachel Hanna                                                                                                  | (Appointed 1 April 2024) |
|                                    | Richard Harwood                                                                                               | (Appointed 1 April 2024) |
|                                    | Berni O'Brien                                                                                                 | (Appointed 1 April 2024) |
|                                    | Mary Roche                                                                                                    | (Appointed 1 April 2024) |
|                                    | Iain Wilkinson                                                                                                | (Appointed 1 April 2024) |
| Secretary                          | Lewis Smith-Connell                                                                                           |                          |
| Charity number (England and Wales) | 1166797                                                                                                       |                          |
| Company number                     | 09907848                                                                                                      |                          |
| Registered office                  | Healthwatch Wakefield<br>The Plex<br>Margaret Street<br>Wakefield<br>W Yorkshire<br>United Kingdom<br>WF1 2DQ |                          |
| Independent examiner               | V J Atkinson<br>BK Plus Limited<br>52 St Johns Lane<br>Halifax<br>West Yorkshire<br>HX1 2BW                   |                          |

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# HEALTHWATCH WAKEFIELD

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# HEALTHWATCH WAKEFIELD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE PERIOD ENDED 31 MARCH 2025

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their annual report and financial statements for the period ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)".

#### Objectives and activities

##### The Charity's objects

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

1. Providing information and advice to the general public about local health and social care services.
2. Making the views and experiences of members of the general public known to health and social care providers.
3. Enabling local people to have a voice in the development, delivery, and equality of access to local health and care services and facilities.
4. Providing training and the development of skills for volunteers and the wider community in understanding, scrutinising, reviewing, and monitoring local health and care services and facilities.
5. Conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

#### The Charity's main activities

Healthwatch Wakefield is the local health and social care champion. From Overton to Knottingley and everywhere in between, we make sure NHS leaders and other decision-makers hear local peoples' voices and use their feedback to improve care. If anyone uses GPs, hospitals, dentists, pharmacies, care homes or other support services in our area, we want to hear about their experiences.

We are independent and impartial and anything people tell us is confidential. We provide reliable and trustworthy information and advice to help local people to get the support they need, including independent advocacy for formal NHS complaints. We also find out what people think through research and engagement.

Healthwatch Wakefield is delivered by Healthwatch Wakefield Ltd. which is registered in England as a charitable company limited by guarantee.

We employ a staff team and are helped by volunteers, and our Board of Trustees oversee and steers our work. They are locally appointed people, also volunteers, who have a passion for improving health and social care for communities in Wakefield District. They meet on a regular basis to oversee the organisation and ensure that legal requirements and appropriate statutory rules and regulations are followed. They also make sure that our work is delivered to plan, and that our allocated money is spent in accordance with the budget and that value for money is achieved.

People's views come first – especially those who find it hardest to be heard. We champion what matters to them, and work with others to find ideas that work. We are independent and committed to making the biggest difference to the residents of Wakefield District.

## **HEALTHWATCH WAKEFIELD**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE PERIOD ENDED 31 MARCH 2025**

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#### **Statutory functions**

The purpose of local Healthwatch is to give citizens and communities a stronger voice to influence and challenge how health and social care services are provided within their locality. Local Healthwatch organisations have eight statutory functions to perform:

1. Promoting and supporting involvement of local people in commissioning, provision, and scrutiny of local care services.
2. Enabling local people to monitor local care services and whether/ how they could/ ought to be improved.
3. Obtaining views of local people regarding their needs for, and experiences of, local care services and making these views known.
4. Making reports and recommendations about how local care services could or ought to be improved. These should be directed to commissioners and providers, and people responsible for managing or scrutinising services and shared with Healthwatch England.
5. Providing advice and information about access to local care services so choices can be made about local care services.
6. Formulating views on standard of provision and whether and how the local care services could and ought to be improved.
7. Making recommendations to Healthwatch England to advise the Care Quality Commission to conduct special reviews or investigations (or, where the circumstances justify making such recommendations direct to the CQC); and to make recommendations to Healthwatch England to publish reports about particular issues.
8. Providing Healthwatch England with the intelligence and insight it needs to enable it to perform effectively.

In the local context Healthwatch Wakefield currently has seats on the Wakefield District Health and Wellbeing Board, the Wakefield District Health & Care Partnership Board, and the Wakefield District Safeguarding Adults Board.

In the sub regional context Healthwatch Wakefield currently has a seat on the Harnessing Power of Communities Board and the System Oversight and Assurance Group Committee in West Yorkshire Integrated Care System.

#### **Public benefit**

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# HEALTHWATCH WAKEFIELD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2025**

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### Our vision

We are the 'go-to' organisation for members of the public in Wakefield District to talk about their experiences of health and care, and we will be known for making a difference by influencing positive change.

### Our Mission

- To inform and advise
- To involve
- To explore
- To influence and impact
- To advocate and support

### Our Values

**Active listening**, we listen with compassion.

**Candour**, we offer critical friendship to system partners speaking with tenacity as an independent source of telling truth to power.

**Impact**, we amplify the voices of local people with a view to making a purposeful and positive difference.

We will continue to work with partners on a wider geographical footprint in line with our stated values and behaviours, including neighbouring local Healthwatch organisations, to ensure that local people's voices remain heard across the Integrated Care System in West Yorkshire - it will remain important to us that the Wakefield District public voice does not get lost amidst these important conversations and decisions at a regional level.

### Achievements and performance

*Significant activities and achievements against objectives*

With new trustees and leadership, Healthwatch Wakefield entered 2024/25 ready to strengthen engagement with patients, carers, and service users. Our Insight Reports and partnership work have helped improve local services, supported by volunteers and community voices. Highlights include a major study on veterans' care, strengthened governance, and advocacy for people navigating complaints. We remain a trusted partner and will continue to expand our profile and digital reach to keep the public's voice at the heart of services.

### Reaching out and championing voice

- Not including our Panels and Partnerships, 1,375 people shared their experiences of health and social care services with us, helping to raise awareness of issues and improve care. Another 241 took part in our surveys.
- People came to us for clear advice and information on topics such as mental health support and finding a dentist.
- 155 people were supported through the NHS complaints process by our independent Advocates.
- 22,206 people visited our website, looking for information on things like Pinderfields Hospital, Gate 12, and the new Community Diagnostic Centre.
- We published 4 reports about the improvements people would like to see in areas like maternity, and school nursing. Our most popular report was our veterans report, 'Serving those who served', highlighting people's struggles in accessing care that is tailored to their needs.
- Throughout the year we held 48 meetings of our four successful panels and partnerships: the Adult Social Care Citizen Panel; Maternity and Neonatal Partnership; Mental Health Community Panel; and the Parent and Carer Panel Project. Bringing together local voices and experiences with commissioners and managers of local services.

## HEALTHWATCH WAKEFIELD

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2025**

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#### **What did we do**

##### **Equipping people with the information and tools they need**

We created a resource designed for veterans, service leavers, and non-mobilised reservists, as well as the professionals who support them. We also developed new self-help information for people who wanted to make a health or social care complaint.

##### **Celebrating our volunteers**

Our volunteers took part in events like Armed Forces Day to promote our work; collected experiences and supported communities to share their views; carried out visits to local services to help them improve; participated in our panels and partnerships; and provided our organisation with support, strategic direction, and oversight.

##### **Challenging services by providing advocacy support**

With improvements to end-of-life and palliative care; better communication on medication shortages; improvements to NHS 111 for Deaf callers; and, ENT Clinic appointment improvements, amongst others.

##### **Serving those who have served**

Uncovering the health and social care needs of local veterans, service leavers, and non-mobilised reservists. We engaged with local veterans between April and May 2024 to explore their awareness, access, and experiences of health and care services. 74 people took part in our survey and we carried out five in-depth interviews.

##### **Empowering parents and carers**

We brought together 187 people in 24 Parent and Carer Panel meetings across the district whose voices shaped local family services and support. This project ended on 31 March.

##### **Championing women who had recently given birth**

We heard from 98 people, mostly who had recently given birth, with concerns about their 6-week postnatal checks. GPs have been asked to look at ways to make sure everyone can get a proper physical check and improve how they link people to other helpful services.

##### **Game changing access for birth partners on maternity**

Feedback was gathered from almost 1,000 people online and followed up with 17 in-person conversations on Gate 18, the Maternity Ward. Birth partners now get to stay overnight.

##### **Improving end of life care**

We helped bring local voices to an event which launched the West Yorkshire Integrated Care Board End of Life Care Health Needs Assessment, which was heavily influenced by our Healthwatch End of Life report.

##### **Informing key regional decision makers**

We worked closely with local commissioning organisation West Yorkshire Integrated Care Board to make sure your voice was heard in strategic and operational meetings including the Integrated Care Partnership Board, the Power of Communities Board and the System Oversight and Scrutiny Group

# HEALTHWATCH WAKEFIELD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE PERIOD ENDED 31 MARCH 2025

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#### Our priorities for 2025-2026

Over the next year we will implement and mobilise the Healthwatch Wakefield core contract, extending our established model and continuing to provide a high-quality service for residents and those who receive care in the district.

Embed involvement and listening to patient and carer's voices into the emerging neighbourhood health teams across the district.

Engage with the emerging Provider Alliance for Wakefield and to keep pace with the changing landscape for health and social care, always ensuring that patient and carer experiences are a core aspect of all changes to frontline delivery.

#### Note

In July 2025, the Government announced that both Healthwatch England and local Healthwatch would be abolished as part of a wider reorganisation of the NHS, and that responsibility for patient voice would be shared amongst the Department of Health and Social Care, the Integrated Care Boards, and local authorities. This came as a major shock to both Trustees and our staff coming, as it did, only a few days after we had learned of our success in re-tendering for the local Healthwatch contract with Wakefield Council. Inevitably, this has led to a change in focus and a reduced contract, as Trustees begin to plan foreclosure sometime in the 2026/27 financial year.

#### Financial review

##### Financial position

The net surplus this year was £27,537 including net income of £15,810 on unrestricted funds and a net income of £11,728 on restricted funds.

Following the above results, the Trustees will continue to review the allocated expenditure across all contracted activities in the new financial year as well as reviewing the allocation of unrestricted and restricted funds.

##### Reserves policy

We aim to hold between 3 and 6 months' running costs as reserves. The Charity's free reserves, excluding fixed assets, at the year-end were £193,984.

This represents approximately 5 months of annual expenditure.

The trustees have designated the following reserves:

Redundancy costs as at 30 September 2026 £66,000

Investment in patient voice activity to 30 September 2026 £61,000

#### Structure, governance and management

The charity is a company limited by guarantee and was formed on 8 December 2015. It is governed by a memorandum and articles of association. The liability of the members in the event of the companies being wound up is limited to a sum not exceeding £1.

The trustees, who are also the directors for the purpose of company law, and who served during the period and up to the date of signature of the financial statements were:

Andrew Kent

Melvyn Ingleson

Roger Grasby

Rachel Hanna

(Appointed 1 April 2024)

Richard Harwood

(Appointed 1 April 2024)

James Keighley

(Appointed 1 April 2024 and resigned 29 October 2024)

Berni O'Brien

(Appointed 1 April 2024)

Mary Roche

(Appointed 1 April 2024)

Iain Wilkinson

(Appointed 1 April 2024)

Axsa Nazar

(Resigned 1 April 2024)

Lee Adams

(Resigned 1 April 2024)

## HEALTHWATCH WAKEFIELD

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2025

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#### *Recruitment and appointment of trustees*

The trustees of the Charity are also the Directors for the purpose of company law and are appointed and/or removed by the members at each Annual General Meeting, as per our Articles of Association.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

The trustees' report was approved by the Board of Trustees.

Mary Roche  
**Trustee**

Iain Wilkinson  
**Trustee**

30 September 2025

# HEALTHWATCH WAKEFIELD

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEALTHWATCH WAKEFIELD

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I report to the trustees on my examination of the financial statements of Healthwatch Wakefield (the charity) for the period ended 31 March 2025.

### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

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

### Independent examiner's statement

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.

**V J Atkinson**  
BK Plus Limited  
52 St Johns Lane  
Halifax  
West Yorkshire  
HX1 2BW  
19 December 2025

## HEALTHWATCH WAKEFIELD

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE PERIOD ENDED 31 MARCH 2025**

|                                       |       | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|---------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
|                                       | Notes |                                    |                                  |                    |                                    |                                  |                    |
| <b>Income from:</b>                   |       |                                    |                                  |                    |                                    |                                  |                    |
| Income from charitable activities     | 3     | 68,616                             | 422,187                          | 490,803            | 288,584                            | 195,062                          | 483,646            |
| Investments                           | 4     | 2,779                              | -                                | 2,779              | 244                                | -                                | 244                |
| <b>Total income</b>                   |       | 71,395                             | 422,187                          | 493,582            | 288,828                            | 195,062                          | 483,890            |
| <b>Expenditure on:</b>                |       |                                    |                                  |                    |                                    |                                  |                    |
| Charitable activities                 | 5     | 56,473                             | 409,571                          | 466,044            | 265,735                            | 194,709                          | 460,444            |
| <b>Total expenditure</b>              |       | 56,473                             | 409,571                          | 466,044            | 265,735                            | 194,709                          | 460,444            |
| <b>Net income</b>                     |       | 14,922                             | 12,616                           | 27,538             | 23,093                             | 353                              | 23,446             |
| Transfers between funds               |       |                                    |                                  |                    |                                    |                                  |                    |
|                                       |       | 920                                | (920)                            | -                  | -                                  | -                                | -                  |
| <b>Net movement in funds</b>          | 7     | 15,842                             | 11,696                           | 27,538             | 23,093                             | 353                              | 23,446             |
| <b>Reconciliation of funds:</b>       |       |                                    |                                  |                    |                                    |                                  |                    |
| Fund balances at 1 April 2024         |       | 178,174                            | 28,990                           | 207,164            | 155,081                            | 28,637                           | 183,718            |
| <b>Fund balances at 31 March 2025</b> |       | 194,016                            | 40,686                           | 234,702            | 178,174                            | 28,990                           | 207,164            |

The statement of financial activities includes all gains and losses recognised in the period. All income and expenditure derive from continuing activities.

# HEALTHWATCH WAKEFIELD

## BALANCE SHEET

AS AT 31 MARCH 2025

|                                                       |       | 2025     |         | 2024      |         |
|-------------------------------------------------------|-------|----------|---------|-----------|---------|
|                                                       | Notes | £        | £       | £         | £       |
| <b>Fixed assets</b>                                   |       |          |         |           |         |
| Tangible assets                                       | 11    |          | -       |           | 1,266   |
| <b>Current assets</b>                                 |       |          |         |           |         |
| Debtors                                               | 12    | 18,536   |         | 28,207    |         |
| Cash at bank and in hand                              |       | 277,822  |         | 360,444   |         |
|                                                       |       | 296,358  |         | 388,651   |         |
| <b>Creditors: amounts falling due within one year</b> | 13    | (61,656) |         | (182,753) |         |
| <b>Net current assets</b>                             |       |          | 234,702 |           | 205,898 |
| <b>Total assets less current liabilities</b>          |       |          | 234,702 |           | 207,164 |
| <b>The funds of the charity</b>                       |       |          |         |           |         |
| Restricted income funds                               | 16    |          | 40,686  |           | 28,990  |
| Unrestricted funds                                    | 17    |          | 194,016 |           | 178,174 |
|                                                       |       |          | 234,702 |           | 207,164 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 30 September 2025

Iain Wilkinson  
**Trustee**

Company registration number 09907848 (England and Wales)

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE PERIOD ENDED 31 MARCH 2025**

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### **1 Accounting policies**

#### **Charity information**

Healthwatch Wakefield is a private company limited by guarantee incorporated in England and Wales. The registered office is Healthwatch Wakefield, The Plex, Margaret Street, Wakefield, W Yorkshire, WF1 2DQ, United Kingdom.

#### **1.1 Basis of preparation**

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                       |             |
|-----------------------|-------------|
| Fixtures and fittings | 25% on cost |
|-----------------------|-------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

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### 1 Accounting policies

(Continued)

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 3 Income from charitable activities

|                                                 | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|-------------------------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| NHS Cancer Alliance                             | -                                  | -                                | -                  | -                                  | 26,000                           | 26,000             |
| Yorkshire Cancer<br>Community                   | -                                  | -                                | -                  | 384                                | -                                | 384                |
| Adult Social Care (ASC)                         | -                                  | 32,000                           | 32,000             | -                                  | 32,000                           | 32,000             |
| Wakefield (CCG)Maternity<br>Voices Partnerships | -                                  | 20,000                           | 20,000             | -                                  | 22,000                           | 22,000             |
| Wakefield (CCG) IPS                             | -                                  | 54,000                           | 54,000             | -                                  | 54,000                           | 54,000             |
| Engagment - MH Alliance                         | -                                  | -                                | -                  | -                                  | 6,150                            | 6,150              |
| Hospital Discharge Patient<br>Engagment         | -                                  | -                                | -                  | -                                  | 4,047                            | 4,047              |
| Healthwatch England                             | -                                  | -                                | -                  | -                                  | 5,000                            | 5,000              |
| Healthwatch Leeds -<br>WYHCP                    | -                                  | -                                | -                  | -                                  | 44,865                           | 44,865             |
| Parent Carer Panels                             | -                                  | 49,435                           | 49,435             | -                                  | 1,000                            | 1,000              |
| Trauma Informed<br>Personality                  | -                                  | -                                | -                  | -                                  | -                                | -                  |
| Wakefield Metropolitan<br>District Council      | -                                  | 246,917                          | 246,917            | 245,802                            | -                                | 245,802            |
| Wakefield (CCG)                                 | 56,752                             | -                                | 56,752             | 46,560                             | -                                | 46,560             |
| Complaints Advocacy                             | -                                  | -                                | -                  | 5,000                              | -                                | 5,000              |
| SWY Partnership NHS<br>Trust                    | -                                  | -                                | -                  | 8,275                              | -                                | 8,275              |
| Safeguarding Adult Board<br>Administrator       | -                                  | 14,000                           | 14,000             | -                                  | -                                | -                  |
| Project Hope                                    | -                                  | 5,835                            | 5,835              | -                                  | -                                | -                  |
| St George's LIVE                                | -                                  | -                                | -                  | -                                  | -                                | -                  |
| VAT on contracts - 2018/19                      | 11,864                             | -                                | 11,864             | (17,437)                           | -                                | (17,437)           |
|                                                 | <u>68,616</u>                      | <u>422,187</u>                   | <u>490,803</u>     | <u>288,584</u>                     | <u>195,062</u>                   | <u>483,646</u>     |

As advised by our commissioners we have moved the core contract income and expenditure from Unrestricted to Restricted funds for the year ending March 2025.

### 4 Income from investments

|                     | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | <u>2,779</u>                       | <u>244</u>                         |

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 5 Expenditure on charitable activities

|                                                           | Charitable<br>activities<br>2025<br>£ | Charitable<br>activities<br>2024<br>£ |
|-----------------------------------------------------------|---------------------------------------|---------------------------------------|
| <b>Direct costs</b>                                       |                                       |                                       |
| Staff costs                                               | 346,284                               | 321,315                               |
| Depreciation and impairment                               | 1,266                                 | 1,178                                 |
| Payroll, recruitment and HR charges                       | 3,681                                 | 2,662                                 |
| Staff travel, subsistence and training                    | 4,644                                 | 3,253                                 |
| Delivery partner fees                                     | 16,803                                | 19,660                                |
| Freelance workers                                         | 1,399                                 | 1,324                                 |
| Staff and Volunteer expenses                              | 1,196                                 | 1,767                                 |
| Governance                                                | 10,867                                | 8,636                                 |
| Phone and internet                                        | 2,870                                 | 4,190                                 |
| PPS, subscriptions and advertising                        | 5,309                                 | 6,118                                 |
| Penalties/interest re VAT                                 | -                                     | 1,619                                 |
| IT support                                                | 12,613                                | 9,361                                 |
| Insurance                                                 | 1,838                                 | 1,953                                 |
| Rent, service charges and storage facilities              | 37,248                                | 36,560                                |
| Professional fees                                         | 13,217                                | 29,626                                |
| Sundry expenses                                           | 2,962                                 | 6,397                                 |
| Bank charges and interest                                 | 242                                   | 185                                   |
|                                                           | <u>462,439</u>                        | <u>455,804</u>                        |
| <b>Share of support and governance costs (see note 6)</b> |                                       |                                       |
| Governance                                                | 3,605                                 | 4,640                                 |
|                                                           | <u>466,044</u>                        | <u>460,444</u>                        |
| <b>Analysis by fund</b>                                   |                                       |                                       |
| Unrestricted funds                                        | 56,473                                | 265,735                               |
| Restricted funds                                          | 409,571                               | 194,709                               |
|                                                           | <u>466,044</u>                        | <u>460,444</u>                        |

### 6 Support costs allocated to activities

|                          | 2025<br>£    | 2024<br>£    |
|--------------------------|--------------|--------------|
| Governance costs         | 3,605        | 4,640        |
| <b>Analysed between:</b> |              |              |
| Charitable activities    | <u>3,605</u> | <u>4,640</u> |

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 6 Support costs allocated to activities (Continued)

|                                   | 2025<br>£    | 2024<br>£    |
|-----------------------------------|--------------|--------------|
| <b>Governance costs comprise:</b> |              |              |
| Independent examination           | 3,605        | 4,640        |
|                                   | <u>3,605</u> | <u>4,640</u> |

### 7 Net movement in funds

|  | 2025<br>£ | 2024<br>£ |
|--|-----------|-----------|
|--|-----------|-----------|

The net movement in funds is stated after charging/(crediting):

|                                                                                    |              |              |
|------------------------------------------------------------------------------------|--------------|--------------|
| Fees payable for the independent examination of the charity's financial statements | 3,605        | 4,640        |
| Depreciation of owned tangible fixed assets                                        | 1,266        | 1,178        |
|                                                                                    | <u>1,266</u> | <u>1,178</u> |

### 8 Trustees

During the year two trustees were paid a total of £141 (2024:£286) in respect of travel and other sundry expenses.

In accordance with the Articles of Association of the Charity, the trustees holding the position of Chair of the Board were remunerated for performing this function. Roger Grasby received £9,000.

### 9 Employees

The average monthly number of employees during the period was:

|                             | 2025<br>Number | 2024<br>Number |
|-----------------------------|----------------|----------------|
| Average number of employees | 11             | 11             |
|                             | <u>11</u>      | <u>11</u>      |

| <b>Employment costs</b> | 2025<br>£      | 2024<br>£      |
|-------------------------|----------------|----------------|
| Wages and salaries      | 313,817        | 288,513        |
| Social security costs   | 20,328         | 20,005         |
| Other pension costs     | 12,139         | 12,797         |
|                         | <u>346,284</u> | <u>321,315</u> |

There were no employees whose annual remuneration was more than £60,000.

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 9 Employees

(Continued)

#### Remuneration of key management personnel

The key management personnel of the charity include the trustees and chief officer. The total benefits received by the chief officer were £48,247 (2024:£46,721) and by the interim senior responsible officer were £16,022 (2024: £8,000)

### 10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 11 Tangible fixed assets

|                                    | Fixtures and fittings<br>£ |
|------------------------------------|----------------------------|
| <b>Cost</b>                        |                            |
| At 1 April 2024                    | 13,750                     |
| At 31 March 2025                   | 13,750                     |
| <b>Depreciation and impairment</b> |                            |
| At 1 April 2024                    | 12,484                     |
| Depreciation charged in the period | 1,266                      |
| At 31 March 2025                   | 13,750                     |
| <b>Carrying amount</b>             |                            |
| At 31 March 2024                   | 1,266                      |

### 12 Debtors

|                                             | 2025<br>£ | 2024<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 5,676     | 15,599    |
| Prepayments and accrued income              | 12,860    | 12,608    |
|                                             | 18,536    | 28,207    |

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 13 Creditors: amounts falling due within one year

|                                    | Notes | 2025<br>£     | 2024<br>£      |
|------------------------------------|-------|---------------|----------------|
| Other taxation and social security |       | 23,542        | 33,780         |
| Deferred income                    | 14    | 17,362        | 105,846        |
| Trade creditors                    |       | 7,747         | 20,962         |
| Other creditors                    |       | 160           | 101            |
| Accruals                           |       | 12,845        | 22,064         |
|                                    |       | <u>61,656</u> | <u>182,753</u> |

### 14 Deferred income

|                       | 2025<br>£     | 2024<br>£      |
|-----------------------|---------------|----------------|
| Other deferred income | 17,362        | 105,846        |
|                       | <u>17,362</u> | <u>105,846</u> |

Deferred income is included in the financial statements as follows:

|                                     | 2025<br>£     | 2024<br>£      |
|-------------------------------------|---------------|----------------|
| Deferred income is included within: |               |                |
| Current liabilities                 | 17,362        | 105,846        |
|                                     | <u>17,362</u> | <u>105,846</u> |
| Movements in the period:            |               |                |
| Deferred income at 1 April 2024     | 105,846       | -              |
| Released from previous periods      | (88,484)      | -              |
| Resources deferred in the period    | -             | 105,846        |
|                                     | <u>17,362</u> | <u>105,846</u> |
| Deferred income at 31 March 2025    | <u>17,362</u> | <u>105,846</u> |

### 15 Retirement benefit schemes

|                                                                     | 2025<br>£     | 2024<br>£     |
|---------------------------------------------------------------------|---------------|---------------|
| <b>Defined contribution schemes</b>                                 |               |               |
| Charge to profit or loss in respect of defined contribution schemes | 12,139        | 12,797        |
|                                                                     | <u>12,139</u> | <u>12,797</u> |

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

|                                              | At 1 April 2024 | Incoming resources | Resources expended | Transfers    | At 31 March 2025 |
|----------------------------------------------|-----------------|--------------------|--------------------|--------------|------------------|
|                                              | £               | £                  | £                  | £            | £                |
| Wakefield Metropolitan District Council      | -               | 246,917            | (234,189)          | -            | 12,728           |
| Trauma Informed Personality                  | 12              | -                  | -                  | (12)         | -                |
| Healthwatch England                          | 455             | -                  | -                  | (455)        | -                |
| NHS Cancer Alliance                          | 12,220          | -                  | -                  | -            | 12,220           |
| Adult Social Care (ASC)                      | 6,174           | 32,000             | (31,911)           | -            | 6,263            |
| Wakefield (CCG) IPS Engagment - MH Alliance  | 251             | 54,000             | (53,931)           | (320)        | -                |
| Wakefield (CCG)Maternity Voices Partnerships | 4,998           | 20,000             | (20,334)           | -            | 4,664            |
| Hospital Discharge                           | 3,068           | -                  | -                  | -            | 3,068            |
| WYHCP                                        | 1,743           | -                  | -                  | -            | 1,743            |
| Parent Carer Panels                          | 69              | 49,435             | (49,500)           | (4)          | -                |
| St George's Live                             | -               | 5,835              | (5,803)            | (32)         | -                |
| Project Hope                                 | -               | 14,000             | (13,903)           | (97)         | -                |
|                                              | <u>28,990</u>   | <u>422,187</u>     | <u>(409,571)</u>   | <u>(920)</u> | <u>40,686</u>    |

### Previous period:

|                                              | At 1 April 2023 | Incoming resources | Resources expended | Transfers | At 31 March 2024 |
|----------------------------------------------|-----------------|--------------------|--------------------|-----------|------------------|
|                                              | £               | £                  | £                  | £         | £                |
| Trauma Informed Personality                  | -               | 1,000              | (988)              | -         | 12               |
| Healthwatch England                          | 1,200           | 4,047              | (4,792)            | -         | 455              |
| NHS Cancer Alliance                          | 12,178          | 26,000             | (25,958)           | -         | 12,220           |
| Adult Social Care (ASC)                      | 6,112           | 32,000             | (31,938)           | -         | 6,174            |
| Wakefield (CCG) IPS Engagment - MH Alliance  | -               | 54,000             | (53,749)           | -         | 251              |
| Wakefield (CCG)Maternity Voices Partnerships | 4,915           | 22,000             | (21,917)           | -         | 4,998            |
| Hospital Discharge                           | 2,794           | 6,150              | (5,876)            | -         | 3,068            |
| WYHCP                                        | 1,438           | 5,000              | (4,695)            | -         | 1,743            |
| Parent Carer Panels                          | -               | 44,865             | (44,796)           | -         | 69               |
|                                              | <u>28,637</u>   | <u>195,062</u>     | <u>(194,709)</u>   | <u>-</u>  | <u>28,990</u>    |

## HEALTHWATCH WAKEFIELD

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

#### 16 Restricted funds

(Continued)

Wakefield Metropolitan District Council - Core Healthwatch and NHS Complaints Advocacy contracts  
 Trauma Informed Personality - funding to join the Community Mental Health Panel to lead on a designated project agreed with the Mental Health Alliance  
 Healthwatch England - Development of a new Network Model for Healthwatch organisations  
 NHS Cancer Alliance - Partnership bid with other local Healthwatch organisations to fund a Community Panel Co-ordinator  
 Adult Social Care (ASC) - To provide support to improve Wakefield council's engagement with Adult Social Care service users  
 Wakefield (CCG) IPS Engagement : MH Alliance - to provide a panel bringing together people with lived experience and professionals from mental health service providers  
 Wakefield (CCG) Maternity Voices Partnership - To provide a panel bringing together people with lived experience and professionals from maternity and neonatal service providers  
 Hospital Discharge - Evaluating peoples' experience of the Hospital Discharge process on behalf of Wakefield Council  
 WYHCP - Funding for various ad hoc engagement projects for the West Yorkshire Integrated care board and Health & Care Partnership, in collaboration with other local Healthwatch organisations  
 Parent Carer Panels - to provide a panel bringing together parents and carers across the district to discuss and inform Family hub and wider activity  
 St George's Live - funded by St George's Community Centre Lupset, evaluation of impact of the work carried out as part of St George's Live  
 Project Hope - funded by the ICB to host a young care leaver in a work opportunity

#### 17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

|                  | At 1 April 2024   | Incoming resources | Resources expended | Transfers         | At 31 March 2025  |
|------------------|-------------------|--------------------|--------------------|-------------------|-------------------|
|                  | £                 | £                  | £                  | £                 | £                 |
| General funds    | 178,174           | 71,395             | (56,473)           | 920               | 194,016           |
|                  | <u>          </u> | <u>          </u>  | <u>          </u>  | <u>          </u> | <u>          </u> |
| Previous period: | At 1 April 2023   | Incoming resources | Resources expended | Transfers         | At 31 March 2024  |
|                  | £                 | £                  | £                  | £                 | £                 |
| General funds    | 155,081           | 288,828            | (265,735)          | -                 | 178,174           |
|                  | <u>          </u> | <u>          </u>  | <u>          </u>  | <u>          </u> | <u>          </u> |

# HEALTHWATCH WAKEFIELD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2025

### 18 Analysis of net assets between funds

|                              | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|
| <b>At 31 March 2025:</b>     |                                    |                                  |                    |
| Current assets/(liabilities) | 193,984                            | 40,718                           | 234,702            |
|                              | <u>193,984</u>                     | <u>40,718</u>                    | <u>234,702</u>     |
| <b>Per balance sheet</b>     | 194,016                            | 40,686                           | 234,702            |
| <b>Balance to allocate</b>   | 32                                 | (32)                             | -                  |

|                              | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|
| <b>At 31 March 2024:</b>     |                                    |                                  |                    |
| Tangible assets              | 1,266                              | -                                | 1,266              |
| Current assets/(liabilities) | 176,908                            | 28,990                           | 205,898            |
|                              | <u>178,174</u>                     | <u>28,990</u>                    | <u>207,164</u>     |

### 19 Operating lease commitments

#### Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                 | 2025<br>£     | 2024<br>£     |
|-----------------|---------------|---------------|
| Within one year | <u>24,948</u> | <u>33,976</u> |

### 20 Related party transactions

There were no disclosable related party transactions during the period (2024 - none).

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

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# Accounts

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REGISTERED COMPANY NUMBER: 09907848 (England and Wales)  
REGISTERED CHARITY NUMBER: 1166797

**Healthwatch Wakefield**

**Report of the Trustees and  
Financial Statements**

**Year Ended 31 March 2024**

SMH Jolliffe Cork Ltd  
Chartered Accountants  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

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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 2024. 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 2019).

## **OBJECTIVES AND ACTIVITIES**

### **The Charity's objects**

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

1. Providing information and advice to the general public about local health and social care services.
2. Making the views and experiences of members of the general public known to health and social care providers.
3. Enabling local people to have a voice in the development, delivery, and equality of access to local health and care services and facilities.
4. Providing training and the development of skills for volunteers and the wider community in understanding, scrutinising, reviewing, and monitoring local health and care services and facilities.
5. Conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

### **The Charity's main activities**

Healthwatch Wakefield is the local health and social care champion. From Overton to Knottingley and everywhere in between, we make sure NHS leaders and other decision-makers hear local peoples' voices and use their feedback to improve care. If anyone uses GPs, hospitals, dentists, pharmacies, care homes or other support services in our area, we want to hear about their experiences.

We are independent and impartial, and anything people tell us is confidential. We provide reliable and trustworthy information and advice to help local people to get the support they need, including independent advocacy for formal NHS complaints. We also find out what people think through research and engagement.

Healthwatch Wakefield is delivered by Healthwatch Wakefield Ltd. Healthwatch Wakefield is registered in England as a charitable company limited by guarantee.

We employ a staff team and are helped by volunteers, and our Board of Trustees oversees and steers our work. They are locally appointed people, also volunteers, who are expected to have a passion for improving health and social care for communities in Wakefield District. They meet on a regular basis to oversee the organisation and ensure that legal requirements and appropriate statutory rules and regulations are followed. They also make sure that work is delivered to plan, and that our allocated money is spent in accordance with the budget and that value for money is achieved.

People's views come first - especially those who find it hardest to be heard. We champion what matters to them, and work with others to find ideas that work. We are independent and committed to making the biggest difference to the residents of Wakefield District.

## **OBJECTIVES AND ACTIVITIES**

### **Statutory functions**

The purpose of local Healthwatch is to give citizens and communities a stronger voice to influence and challenge how health and social care services are provided within their locality. Local Healthwatch organisations have eight statutory functions to perform:

1. Promoting and supporting involvement of local people in commissioning, provision and scrutiny of local care services.
2. Enabling local people to monitor local care services and whether / how they could/ought to be improved.
3. Obtaining views of local people regarding their needs for, and experiences of, local care services and making these views known.
4. Making reports and recommendations about how local care services could or ought to be improved. These should be directed to commissioners and providers, and people responsible for managing or scrutinising services and shared with Healthwatch England.
5. Providing advice and information about access to local care services so choices can be made about local care services.
6. Formulating views on standard of provision and whether and how the local care services could and ought to be improved.
7. Making recommendations to Healthwatch England to advise the Care Quality Commission to conduct special reviews or investigations (or, where the circumstances justify making such recommendations direct to the CQC); and to make recommendations to Healthwatch England to publish reports about particular issues.
8. Providing Healthwatch England with the intelligence and insight it needs to enable it to perform effectively.

In the local context Healthwatch Wakefield currently has seats on the Wakefield District Health and Wellbeing Board, the Wakefield District Health and Care Partnership Board, and the Wakefield District Safeguarding Adults Board.

In the sub regional context Healthwatch Wakefield currently has a seat on the Harnessing Power of Communities Board in West Yorkshire.

### **Public Benefit Statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health and the relief of those in need.

### **Our vision**

A world where we can all get the health and care we need.

### **Our Mission**

To make sure people's experiences help make health and care better.

### **Our Values**

**Listening** to people and making sure their voices are heard.

**Including** everyone in the conversation - especially those who do not always have their voice heard.

**Analysing** different people's experiences to learn how to improve care.

**Acting** on feedback and driving change.

**Partnering** with care providers, Government, and the voluntary sector - serving as the public's independent advocate.

We will continue to work with partners on a wider geographical footprint in line with our stated values and behaviours, including neighbouring local Healthwatch organisations, to ensure that local people's voices remain heard across the Integrated Care System in West Yorkshire - it will remain important to us that the Wakefield District public voice does not get lost amidst these important conversations and decisions at a regional level.

## **STRATEGIC REPORT**

### **Achievement and performance**

#### **Charitable activities**

This year, we celebrated our ten-year milestone and reflected on our growth and impact. Our team of staff and volunteers have been dedicated to improving health and social care services in the Wakefield District. We've expanded our team, increased volunteer engagement, and reached more people. Significant changes in health and social care have occurred locally and nationally, and we've responded by amplifying the voices of residents. By increasing our presence in the community and engaging with key decision-makers, we've worked to ensure that people's feedback influences service improvements.

#### **Reaching out**

- We heard 1,915 experiences of health and social care services from people across our district, helping us to raise awareness of issues and improve care.
- This includes 973 stories about experiences of local health and social care services. And 942 people completed our surveys on topics like urgent health care, mental health, safeguarding and hospital discharge.
- 178 people received support from our Independent NHS Complaints Advocacy Service.
- 22,352 visitors went to our website, with over 20,000 viewing specific health and care advice and information content.

#### **Making a difference to care**

- We published 7 reports about issues people were facing and improvements people would like to see to health and social care services.
- Our most popular report was about hospital discharge with highlighted the struggles people face leaving hospital.
- We have 39 outstanding Healthwatch and Young Healthwatch volunteers who gave up 120 days to make care better for our community. Another 30 volunteers are members of our Adult Social Care Citizen Panel and Mental Health Community Panel who both meet monthly.

#### **What we have done**

- We worked with West Yorkshire and Harrogate Cancer Alliance on non-surgical cancer care, organising engagement sessions across the region.
- We involved local people in updating of the local Adult Safeguarding Strategy and their priorities in partnership with Wakefield and District Safeguarding Adults Board.
- We involved local people in improving communication from hospital outpatient appointment letters to actual appointments at clinics.
- We supported Yorkshire Ambulance Service in getting valuable feedback from people to improve the care available to patients in mental health crisis.
- We improved local sexual health services for young people, with our volunteers visiting and looking at access, the environment and suggesting changes.
- We worked with our local Integrated Care Board to find out what local people knew about urgent care services and how they were using them.
- We gave a voice to local veterans, finding out if they know of new health and care initiatives the government and NHS have developed for them.
- We signposted the Continence Team to a local dementia support group following a recommendation from our Adult Social Care Citizen Panel.

## **STRATEGIC REPORT**

### **Achievement and performance**

#### **Our priorities for 2024-2025**

Over the next year, we will keep reaching out to every part of society, especially people in the most deprived areas, so that those in power hear their views and experiences.

We will also work together with partners and our local Integrated Care System to help develop an NHS culture where, at every level, staff strive to listen and learn from patients to make care better.

Our top priorities for the next year are:

Understanding the accessibility and support availability of ADHD / ASD diagnosis for children and their families.

Tackling health inequalities.

### **Financial review**

#### **Financial position**

The net surplus this year was £23,445 including net income of £23,092 on unrestricted funds and net income of £353 on restricted funds.

Following the above results, the Trustees will continue to review the allocated expenditure across all contracted activities in the new financial year as well as reviewing the allocation of unrestricted and restricted funds.

#### **Reserves policy**

We aim to hold between 3- and 6-months' running costs as reserves. The Charity's free reserves, excluding fixed assets, at the year-end were £176,907.

This represents approximately 4 months of annual expenditure.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is a company limited by guarantee and was formed on 8 December 2015. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

**Recruitment and appointment of new trustees**

The Trustees of the Charity are also the Directors for the purposes of company law and are appointed and/or removed by the members at each Annual General Meeting, as per our Articles of Association.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

09907848 (England and Wales)

**Registered Charity number**

1166797

**Registered office**

The Plex  
Margaret Street  
Wakefield  
West Yorkshire  
WF1 2DQ

**Trustees**

|                  |                                                     |
|------------------|-----------------------------------------------------|
| Andrew Kent      |                                                     |
| Richard Sloan    | Resigned - 14 August 2023                           |
| Lee Wood         | Resigned - 5 September 2023                         |
| Julia Brook      | Resigned - 18 October 2023                          |
| Sanelisiwe Ncube | Resigned - 27 October 2023                          |
| Melvyn Ingleson  | Appointed - 16 November 2023                        |
| Lee Adams        | Appointed - 16 November 2023, resigned 1 April 2024 |
| Roger Grasby     | Appointed - 4 January 2024                          |
| Axsa Nazar       | Resigned - 1 April 2024                             |
| Rachel Hanna     | Appointed - 1 April 2024                            |
| Richard Harwood  | Appointed - 1 April 2024                            |
| James Keighley   | Appointed - 1 April 2024                            |
| Berni O'Brien    | Appointed - 1 April 2024                            |
| Mary Roche       | Appointed - 1 April 2024                            |
| Iain Wilkinson   | Appointed - 1 April 2024                            |

**Company Secretary**

Ms S Appleyard

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Independent Examiner**

SMH Jolliffe Cork Ltd  
Chartered Accountants  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

**Bankers**

Unity Trust Bank plc  
4 Brindley Place  
Birmingham  
B1 2JB

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 29 October 2024 and signed on the board's behalf by:

Mr R M Grasby - Trustee

**Independent examiner's report to the trustees of Healthwatch Wakefield ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

**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 member of the Institute of Chartered Accountants in England and Wales, 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.

Jane Crossley FCA  
SMH Jolliffe Cork Ltd  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

29 October 2024

# Healthwatch Wakefield

## Statement of Financial Activities for the Year Ended 31 March 2024

|                                                         |       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|---------------------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
|                                                         | Notes |                            |                          |                             |                             |
| <b>INCOME AND ENDOWMENTS FROM Charitable activities</b> | 2     |                            |                          |                             |                             |
| Grants                                                  |       | 288,584                    | 195,062                  | 483,646                     | 421,603                     |
| Other income                                            |       | 244                        | -                        | 244                         | 1,318                       |
| <b>Total</b>                                            |       | <u>288,828</u>             | <u>195,062</u>           | <u>483,890</u>              | <u>422,921</u>              |
| <b>EXPENDITURE ON Charitable activities</b>             | 3     |                            |                          |                             |                             |
| Grants                                                  |       | <u>265,736</u>             | <u>194,709</u>           | <u>460,445</u>              | <u>446,167</u>              |
| <b>NET INCOME/(EXPENDITURE)</b>                         |       | 23,092                     | 353                      | 23,445                      | (23,246)                    |
| <b>RECONCILIATION OF FUNDS</b>                          |       |                            |                          |                             |                             |
| Total funds brought forward                             |       | <u>155,081</u>             | <u>28,637</u>            | <u>183,718</u>              | <u>206,964</u>              |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                      |       | <u><u>178,173</u></u>      | <u><u>28,990</u></u>     | <u><u>207,163</u></u>       | <u><u>183,718</u></u>       |

The notes form part of these financial statements

**Healthwatch Wakefield****Balance Sheet  
31 March 2024**

|                                              | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                             |                             |
| Tangible assets                              | 8     | 1,266                      | -                        | 1,266                       | 2,444                       |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                             |                             |
| Debtors                                      | 9     | 28,208                     | -                        | 28,208                      | 20,483                      |
| Cash at bank and in hand                     |       | <u>330,643</u>             | <u>29,800</u>            | <u>360,443</u>              | <u>210,921</u>              |
|                                              |       | 358,851                    | 29,800                   | 388,651                     | 231,404                     |
| <b>CREDITORS</b>                             |       |                            |                          |                             |                             |
| Amounts falling due within one year          | 10    | (181,944)                  | (810)                    | (182,754)                   | (50,130)                    |
| <b>NET CURRENT ASSETS</b>                    |       | <u>176,907</u>             | <u>28,990</u>            | <u>205,897</u>              | <u>181,274</u>              |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>178,173</u>             | <u>28,990</u>            | <u>207,163</u>              | <u>183,718</u>              |
| <b>NET ASSETS</b>                            |       | <u>178,173</u>             | <u>28,990</u>            | <u>207,163</u>              | <u>183,718</u>              |
| <b>FUNDS</b>                                 | 12    |                            |                          |                             |                             |
| Unrestricted funds                           |       |                            |                          | 178,173                     | 155,081                     |
| Restricted funds                             |       |                            |                          | <u>28,990</u>               | <u>28,637</u>               |
| <b>TOTAL FUNDS</b>                           |       |                            |                          | <u>207,163</u>              | <u>183,718</u>              |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 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.

The notes form part of these financial statements

**Healthwatch Wakefield**

**Balance Sheet - continued**  
**31 March 2024**

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The financial statements were approved by the Board of Trustees and authorised for issue on 29 October 2024 and were signed on its behalf by:

Mr R M Grasby - Trustee

Mr I F Wilkinson - Trustee

The notes form part of these financial statements

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**Healthwatch Wakefield****Cash Flow Statement  
for the Year Ended 31 March 2024**

|                                                                           | Notes | 2024<br>£      | 2023<br>£       |
|---------------------------------------------------------------------------|-------|----------------|-----------------|
| <b>Cash flows from operating activities</b>                               |       |                |                 |
| Cash generated from operations                                            | 1     | 151,141        | (26,468)        |
| Interest paid                                                             |       | <u>(1,619)</u> | <u>(8)</u>      |
| Net cash provided by/(used in) operating activities                       |       | <u>149,522</u> | <u>(26,476)</u> |
|                                                                           |       |                |                 |
| <b>Change in cash and cash equivalents in the reporting period</b>        |       | 149,522        | (26,476)        |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |       | <u>210,921</u> | <u>237,397</u>  |
|                                                                           |       |                |                 |
| <b>Cash and cash equivalents at the end of the reporting period</b>       |       | <u>360,443</u> | <u>210,921</u>  |

The notes form part of these financial statements

**Notes to the Cash Flow Statement  
for the Year Ended 31 March 2024**

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**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

|                                                                                                         | 2024<br>£             | 2023<br>£              |
|---------------------------------------------------------------------------------------------------------|-----------------------|------------------------|
| <b>Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)</b> | <b>23,445</b>         | <b>(23,246)</b>        |
| <b>Adjustments for:</b>                                                                                 |                       |                        |
| Depreciation charges                                                                                    | 1,178                 | 1,178                  |
| Interest paid                                                                                           | 1,619                 | 8                      |
| (Increase)/decrease in debtors                                                                          | (7,725)               | 9,485                  |
| Increase/(decrease) in creditors                                                                        | <u>132,624</u>        | <u>(13,893)</u>        |
| <b>Net cash provided by/(used in) operations</b>                                                        | <b><u>151,141</u></b> | <b><u>(26,468)</u></b> |

**2. ANALYSIS OF CHANGES IN NET FUNDS**

|                          | At 1.4.23<br>£        | Cash flow<br>£        | At 31.3.24<br>£       |
|--------------------------|-----------------------|-----------------------|-----------------------|
| <b>Net cash</b>          |                       |                       |                       |
| Cash at bank and in hand | <u>210,921</u>        | <u>149,522</u>        | <u>360,443</u>        |
|                          | <u>210,921</u>        | <u>149,522</u>        | <u>360,443</u>        |
| <b>Total</b>             | <b><u>210,921</u></b> | <b><u>149,522</u></b> | <b><u>360,443</u></b> |

## 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 2019)', 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.

### **Going concern**

The financial statements are prepared on the going concern basis which assumes that the charity will continue in operational existence for the foreseeable future. The trustees believe that the charity's financial statements are appropriately prepared under the going concern basis.

### **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.

Office equipment            -    25% on cost

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

### **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 charity operates a workplace pension scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

### **Operating lease commitments**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

## 2. GRANTS AND CONTRACT INCOME

|                                                | 2024<br>Unrestricted<br>funds | 2024<br>Restricted<br>funds | 2024<br>Total<br>funds | 2023<br>Total<br>funds |
|------------------------------------------------|-------------------------------|-----------------------------|------------------------|------------------------|
|                                                | £                             | £                           | £                      | £                      |
| <b>Grants</b>                                  |                               |                             |                        |                        |
| NHS Cancer Alliance                            | -                             | 26,000                      | 26,000                 | 58,790                 |
| Yorkshire Cancer Community                     | 384                           | -                           | 384                    | 960                    |
| Adult Social Care (ASC)                        | -                             | 32,000                      | 32,000                 | 32,473                 |
| Wakefield (CCG) Maternity Voices Partnerships  | -                             | 22,000                      | 22,000                 | 22,000                 |
| Wakefield (CCG) IPS Engagement - MH Alliance   | -                             | 54,000                      | 54,000                 | -                      |
| Nova                                           | -                             | -                           | -                      | 1,000                  |
| Hospital Discharge Patient Engagement          | -                             | 6,150                       | 6,150                  | 14,300                 |
| Healthwatch England                            | -                             | 4,047                       | 4,047                  | 1,200                  |
| Healthwatch Leeds - WYHCP                      | -                             | 5,000                       | 5,000                  | 5,215                  |
| Parent Carer Panel WFT                         | -                             | 44,865                      | 44,865                 | -                      |
| Trauma Informed Personality                    | -                             | 1,000                       | 1,000                  | -                      |
| <b>Contracts and Service Level Agreements</b>  |                               |                             |                        |                        |
| Wakefield Metropolitan District Council (WMDC) | 245,802                       | -                           | 245,802                | 221,226                |
| Wakefield (CCG) Complaints Advocacy            | 46,560                        | -                           | 46,560                 | 52,629                 |
| NHS England Vaccination insight                | -                             | -                           | -                      | 1,500                  |
| Prince of Wales Hospice                        | -                             | -                           | -                      | 4,700                  |
| St George's Community Centre                   | -                             | -                           | -                      | 3,850                  |
| Healthwatch Leeds - Emergency Department       | -                             | -                           | -                      | 1,060                  |
| University of Cambridge                        | -                             | -                           | -                      | 700                    |
| SWY Partnership NHS Foundation Trust           | 5,000                         | -                           | 5,000                  | -                      |
| Safeguarding Adult Board Administrator         | 8,275                         | -                           | 8,275                  | -                      |
| Vat on contracts - 2018/19                     | (17,437)                      | -                           | (17,437)               | -                      |
|                                                | <u>288,584</u>                | <u>195,062</u>              | <u>483,646</u>         | <u>421,603</u>         |

## 3. CHARITABLE ACTIVITIES COSTS

|        | Direct<br>Costs<br>£  |
|--------|-----------------------|
| Grants | <u><u>460,445</u></u> |

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

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

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

|                             | 2024           | 2023           |
|-----------------------------|----------------|----------------|
|                             | £              | £              |
| Depreciation - owned assets | 1,178          | 1,178          |
| Staff costs                 | <u>321,315</u> | <u>343,158</u> |

**5. TRUSTEES' REMUNERATION AND BENEFITS**

In accordance with the Articles of Association of the Charity, the Trustees holding the position of Chair of the Board were remunerating for performing this function. Roger Graxby received £1,500 and Axsar Nazar £5,000.

**Trustees' expenses**

During the year two trustees were paid a total of £286 (2023: £105) in respect of travel and other sundry expenses.

**6. STAFF COSTS**

|                       | 2024           | 2023           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Gross salaries        | 288,513        | 305,538        |
| Social security costs | 20,005         | 24,028         |
| Pensions              | <u>12,797</u>  | <u>13,592</u>  |
|                       | <u>321,315</u> | <u>343,158</u> |

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and chief officer. The total benefits received by the chief officer were £46,721 (2023: £59,569) and by the interim senior responsible officer were £8,000 (2023 £:Nil).

**Pension scheme contributions**

|                                                                   | 2024         | 2023         |
|-------------------------------------------------------------------|--------------|--------------|
|                                                                   | £            | £            |
| Costs of the scheme to the charity for the year                   | 12,797       | 13,592       |
| Contributions outstanding at the year end (included in creditors) | <u>1,510</u> | <u>1,967</u> |

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

|                             | 2024      | 2023      |
|-----------------------------|-----------|-----------|
|                             | <u>11</u> | <u>12</u> |
| Average number of employees |           |           |

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

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                                         | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£  | Total<br>funds<br>£  |
|---------------------------------------------------------|----------------------------|---------------------------|----------------------|
| <b>INCOME AND ENDOWMENTS FROM Charitable activities</b> |                            |                           |                      |
| Grants                                                  | 287,625                    | 133,978                   | 421,603              |
| Other income                                            | <u>1,318</u>               | <u>-</u>                  | <u>1,318</u>         |
| <b>Total</b>                                            | <u>288,943</u>             | <u>133,978</u>            | <u>422,921</u>       |
| <b>EXPENDITURE ON Charitable activities</b>             |                            |                           |                      |
| Grants                                                  | <u>328,225</u>             | <u>117,942</u>            | <u>446,167</u>       |
| <b>NET INCOME/(EXPENDITURE)</b>                         |                            |                           |                      |
| Transfers between funds                                 | (39,282)<br><u>44,049</u>  | 16,036<br><u>(44,049)</u> | (23,246)<br><u>-</u> |
| <b>Net movement in funds</b>                            | 4,767                      | (28,013)                  | (23,246)             |
| <b>RECONCILIATION OF FUNDS</b>                          |                            |                           |                      |
| Total funds brought forward                             | <u>150,315</u>             | <u>56,649</u>             | <u>206,964</u>       |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                      | <u>155,082</u>             | <u>28,636</u>             | <u>183,718</u>       |

**8. TANGIBLE FIXED ASSETS**

|                                   | Office<br>equipment<br>£ |
|-----------------------------------|--------------------------|
| <b>COST</b>                       |                          |
| At 1 April 2023 and 31 March 2024 | <u>13,750</u>            |
| <b>DEPRECIATION</b>               |                          |
| At 1 April 2023                   | 11,306                   |
| Charge for year                   | <u>1,178</u>             |
| At 31 March 2024                  | <u>12,484</u>            |
| <b>NET BOOK VALUE</b>             |                          |
| At 31 March 2024                  | <u>1,266</u>             |
| At 31 March 2023                  | <u>2,444</u>             |

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2024          | 2023          |
|--------------------------------|---------------|---------------|
|                                | £             | £             |
| Trade debtors                  | 15,600        | 6,700         |
| Prepayments and accrued income | <u>12,608</u> | <u>13,783</u> |
|                                | <u>28,208</u> | <u>20,483</u> |

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                              | 2024           | 2023          |
|------------------------------|----------------|---------------|
|                              | £              | £             |
| VAT                          | 29,174         | -             |
| Accruals and deferred income | <u>153,580</u> | <u>50,130</u> |
|                              | <u>182,754</u> | <u>50,130</u> |

**11. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

|                            | 2024          | 2023          |
|----------------------------|---------------|---------------|
|                            | £             | £             |
| Within one year            | 33,976        | 33,976        |
| Between one and five years | -             | <u>33,976</u> |
|                            | <u>33,976</u> | <u>67,952</u> |

**12. MOVEMENT IN FUNDS**

|                                               | At 1.4.23      | Net movement in funds | At 31.3.24     |
|-----------------------------------------------|----------------|-----------------------|----------------|
|                                               | £              | £                     | £              |
| <b>Unrestricted funds</b>                     |                |                       |                |
| General fund                                  | 155,081        | 23,092                | 178,173        |
| <b>Restricted funds</b>                       |                |                       |                |
| Trauma Informed Personality                   | -              | 12                    | 12             |
| Healthwatch England                           | 1,200          | (745)                 | 455            |
| NHS Cancer Alliance                           | 12,178         | 42                    | 12,220         |
| Adult Social Care (ASC)                       | 6,112          | 62                    | 6,174          |
| Wakefield (CCG) IPS Engagement - MH Alliance  | -              | 251                   | 251            |
| Wakefield (CCG) Maternity Voices Partnerships | 4,915          | 83                    | 4,998          |
| Hospital Discharge                            | 2,794          | 274                   | 3,068          |
| WYHCP                                         | 1,438          | 305                   | 1,743          |
| Parent Carer Panels                           | -              | 69                    | 69             |
|                                               | <u>28,637</u>  | <u>353</u>            | <u>28,990</u>  |
| <b>TOTAL FUNDS</b>                            | <u>183,718</u> | <u>23,445</u>         | <u>207,163</u> |

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024

## 12. MOVEMENT IN FUNDS - continued

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

|                                                  | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                        |                            |                            |                           |
| General fund                                     | 288,828                    | (265,736)                  | 23,092                    |
| <b>Restricted funds</b>                          |                            |                            |                           |
| Trauma Informed Personality                      | 1,000                      | (988)                      | 12                        |
| Healthwatch England                              | 4,047                      | (4,792)                    | (745)                     |
| NHS Cancer Alliance                              | 26,000                     | (25,958)                   | 42                        |
| Adult Social Care (ASC)                          | 32,000                     | (31,938)                   | 62                        |
| Wakefield (CCG) IPS Engagement - MH<br>Alliance  | 54,000                     | (53,749)                   | 251                       |
| Wakefield (CCG) Maternity Voices<br>Partnerships | 22,000                     | (21,917)                   | 83                        |
| Hospital Discharge                               | 6,150                      | (5,876)                    | 274                       |
| WYHCP                                            | 5,000                      | (4,695)                    | 305                       |
| Parent Carer Panels                              | 44,865                     | (44,796)                   | 69                        |
|                                                  | <u>195,062</u>             | <u>(194,709)</u>           | <u>353</u>                |
| <b>TOTAL FUNDS</b>                               | <u>483,890</u>             | <u>(460,445)</u>           | <u>23,445</u>             |

## Comparatives for movement in funds

|                                                  | At 1.4.22<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.23<br>£ |
|--------------------------------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>                        |                |                                  |                                    |                    |
| General fund                                     | 150,315        | (39,283)                         | 44,049                             | 155,081            |
| <b>Restricted funds</b>                          |                |                                  |                                    |                    |
| Healthwatch England                              | -              | 1,200                            | -                                  | 1,200              |
| NHS Cancer Alliance                              | 44,049         | 12,178                           | (44,049)                           | 12,178             |
| Adult Social Care (ASC)                          | 11,658         | (5,546)                          | -                                  | 6,112              |
| Wakefield (CCG) Maternity Voices<br>Partnerships | 942            | 3,973                            | -                                  | 4,915              |
| Hospital Discharge                               | -              | 2,794                            | -                                  | 2,794              |
| WYHCP                                            | -              | 1,438                            | -                                  | 1,438              |
|                                                  | <u>56,649</u>  | <u>16,037</u>                    | <u>(44,049)</u>                    | <u>28,637</u>      |
| <b>TOTAL FUNDS</b>                               | <u>206,964</u> | <u>(23,246)</u>                  | <u>-</u>                           | <u>183,718</u>     |

**12. MOVEMENT IN FUNDS - continued**

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

|                                  | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>        |                            |                            |                           |
| General fund                     | 288,943                    | (328,226)                  | (39,283)                  |
| <b>Restricted funds</b>          |                            |                            |                           |
| Healthwatch England              | 1,200                      | -                          | 1,200                     |
| NHS Cancer Alliance              | 58,790                     | (46,612)                   | 12,178                    |
| Adult Social Care (ASC)          | 32,473                     | (38,019)                   | (5,546)                   |
| Wakefield (CCG) Maternity Voices |                            |                            |                           |
| Partnerships                     | 22,000                     | (18,027)                   | 3,973                     |
| Hospital Discharge               | 14,300                     | (11,506)                   | 2,794                     |
| WYHCP                            | 5,215                      | (3,777)                    | 1,438                     |
|                                  | <u>133,978</u>             | <u>(117,941)</u>           | <u>16,037</u>             |
| <b>TOTAL FUNDS</b>               | <u>422,921</u>             | <u>(446,167)</u>           | <u>(23,246)</u>           |

**13. RELATED PARTY DISCLOSURES**

Melvyn Ingleson received £1,800 for professional services provided to the charity during the year.

14. RESTRICTED FUNDS

| <b>Fund Name</b>                                 | <b>Purpose of restriction</b>                                                                                                                                                           |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NHS Cancer Alliance                              | Partnership bid with other local Healthwatch organisations to fund a Community Panel Co-ordinator.                                                                                      |
| Healthwatch England                              | Development of a new Network Model for Healthwatch organisations.                                                                                                                       |
| MacMillan                                        | Hosting an engagement and communications post for the Yorkshire Cancer Patient Forum.                                                                                                   |
| Yorkshire Cancer Community                       | To provide a community engagement officer to support the charity's work.                                                                                                                |
| Adult Social Care (ASC)                          | To provide support to improve Wakefield Council's engagement with Adult Social Care service users.                                                                                      |
| Wakefield (CCG) IPS<br>Engagement - MH Alliance  | Funding for the Individual Placement Support Engagement project.                                                                                                                        |
| Wakefield (CCG) Maternity<br>Voices Partnerships | Hosting the position of Chair for the Wakefield Maternity Voices Partnership                                                                                                            |
| Nova                                             | To provide 'Easy Read' material on Covid-19 related matters.                                                                                                                            |
| Hospital Discharge                               | Evaluating peoples' experience of the Hospital Discharge process on behalf of Wakefield Council.                                                                                        |
| WYHCP                                            | Funding for various ad hoc engagement projects for the West Yorkshire Integrated Care Board and Health & Care Partnership, in collaboration with other local Healthwatch organisations. |
| City of Wakefield Council                        | Funding for a parent and carer panel coordinator to deliver face to face and online panels in family hubs across the district.                                                          |
| NHS West Yorkshire ICB                           | Funding for an engagement project related to trauma informed personality disorder.                                                                                                      |

**Healthwatch Wakefield****Detailed Statement of Financial Activities  
for the Year Ended 31 March 2024**

|                                              | 2024<br>£      | 2023<br>£       |
|----------------------------------------------|----------------|-----------------|
| <b>INCOME AND ENDOWMENTS</b>                 |                |                 |
| <b>Charitable activities</b>                 |                |                 |
| Grants                                       | 483,646        | 421,603         |
| <b>Other income</b>                          |                |                 |
| Other Income                                 | 244            | 1,318           |
| <b>Total incoming resources</b>              | <b>483,890</b> | <b>422,921</b>  |
| <b>EXPENDITURE</b>                           |                |                 |
| <b>Charitable activities</b>                 |                |                 |
| Salaries, pensions and NI                    | 321,315        | 343,158         |
| Payroll charges                              | 496            | 686             |
| Staff travel and subsistence                 | 2,797          | 2,659           |
| Staff Training                               | 457            | 394             |
| Delivery partner fees                        | 19,660         | 16,803          |
| Freelance workers                            | 1,323          | 1,284           |
| Volunteer expenses                           | 1,767          | 793             |
| Printing, postage & stationery               | 3,793          | 7,215           |
| Phone and internet                           | 4,190          | 7,430           |
| Journals and subscriptions                   | 915            | 880             |
| Advertising and publicity                    | 1,410          | 1,092           |
| Room hire                                    | 4,448          | 2,352           |
| IT Support                                   | 9,361          | 10,011          |
| Repairs and renewals                         | 121            | -               |
| Bank charges                                 | 185            | 207             |
| Insurance                                    | 1,953          | 1,858           |
| Bookkeeping and accountancy                  | 8,636          | 4,295           |
| Independent examination                      | 4,620          | 2,701           |
| Rent, service charges and storage facilities | 32,112         | 35,468          |
| Governance                                   | 20             | 105             |
| Recruitment                                  | 2,167          | 867             |
| Professional fees                            | 29,626         | 3,277           |
| Sundry expenses                              | 6,276          | 1,446           |
| Depreciation of office equipment             | 1,178          | 1,178           |
| Interest re PAYE/NIC                         | -              | 8               |
| Interest/penalties re VAT                    | 1,619          | -               |
|                                              | <b>460,445</b> | <b>446,167</b>  |
| Total resources expended                     | <b>460,445</b> | <b>446,167</b>  |
| <b>Net income/(expenditure)</b>              | <b>23,445</b>  | <b>(23,246)</b> |

This page does not form part of the statutory financial statements

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# Accounts

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We are pleased to enclose your annual accounts.



REGISTERED COMPANY NUMBER: 09907848 (England and Wales)  
REGISTERED CHARITY NUMBER: 1166797

**Healthwatch Wakefield**

**Report of the Trustees and  
Financial Statements**

**Year Ended 31 March 2023**

SMH Jolliffe Cork Ltd  
Chartered Accountants  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

Contents of the Financial Statements  
for the Year Ended 31 March 2023

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| Statement of Financial Activities          | 9    |
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## **Healthwatch Wakefield**

### **Report of the Trustees for the Year Ended 31 March 2023**

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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 2023. 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 2019).

## **OBJECTIVES AND ACTIVITIES**

### **The Charity's objects**

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

1. Providing information and advice to the general public about local health and social care services.
2. Making the views and experiences of members of the general public known to health and social care providers.
3. Enabling local people to have a voice in the development, delivery, and equality of access to local health and care services and facilities.
4. Providing training and the development of skills for volunteers and the wider community in understanding, scrutinising, reviewing, and monitoring local health and care services and facilities.
5. Conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

### **The Charity's main activities**

Healthwatch Wakefield is the local health and social care champion. From Overton to Knottingley and everywhere in between, we make sure NHS leaders and other decision-makers hear local peoples' voices and use their feedback to improve care. If anyone uses GPs, hospitals, dentists, pharmacies, care homes or other support services in our area, we want to hear about their experiences.

We are independent and impartial, and anything people tell us is confidential. We provide reliable and trustworthy information and advice to help local people to get the support they need, including independent advocacy for formal NHS complaints. We also find out what people think through research and engagement.

Healthwatch Wakefield is delivered by Healthwatch Wakefield Ltd. Healthwatch Wakefield is registered in England as a charitable company limited by guarantee.

We employ a staff team and are helped by volunteers, and our Board of Trustees oversees and steers our work. They are locally appointed people, also volunteers, who are expected to have a passion for improving health and social care for communities in Wakefield District. They meet on a regular basis to oversee the organisation and ensure that legal requirements and appropriate statutory rules and regulations are followed. They also make sure that work is delivered to plan, and that our allocated money is spent in accordance with the budget and that value for money is achieved.

People's views come first - especially those who find it hardest to be heard. We champion what matters to them, and work with others to find ideas that work. We are independent and committed to making the biggest difference to the residents of Wakefield District.

### **Statutory functions**

The purpose of local Healthwatch is to give citizens and communities a stronger voice to influence and challenge how health and social care services are provided within their locality. Local Healthwatch organisations have eight statutory functions to perform:

1. Promoting and supporting involvement of local people in commissioning, provision and scrutiny of local care services.
  2. Enabling local people to monitor local care services and whether / how they could/ought to be improved.
  3. Obtaining views of local people regarding their needs for, and experiences of, local care services and making these views known.
  4. Making reports and recommendations about how local care services could or ought to be improved. These should be directed to commissioners and providers, and people responsible for managing or scrutinising services and shared with Healthwatch England.
  5. Providing advice and information about access to local care services so choices can be made about local care services.
  6. Formulating views on standard of provision and whether and how the local care services could and ought to be improved.
  7. Making recommendations to Healthwatch England to advise the Care Quality Commission to conduct special reviews or investigations (or, where the circumstances justify making such recommendations direct to the CQC); and to make recommendations to Healthwatch England to publish reports about particular issues.
  8. Providing Healthwatch England with the intelligence and insight it needs to enable it to perform effectively.
-

## **Healthwatch Wakefield**

### **Report of the Trustees for the Year Ended 31 March 2023**

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The CEO of Healthwatch Wakefield currently takes up the statutory seat on the Wakefield District Health and Wellbeing Board, ensuring that the views of patients, carers, and other service users are taken into account when local needs assessments and strategies are prepared. The Healthwatch Wakefield CEO also has statutory seats on the Wakefield District Health and Care Partnership Board, the Wakefield District Connecting Care Executive, and the Wakefield District Safeguarding Adults Board.

In addition, since the implementation of the Health and Care Act 2022, and the development of regional Integrated Care Boards (ICB), the Healthwatch Wakefield CEO holds statutory seats on the West Yorkshire Health and Care Partnership Board, the West Yorkshire System Leadership Executive Group, and the Improving Population Health Programme Board. Together, these all help ensure that we have an effective role in promoting public health, health improvements, and in tackling health inequalities.

#### **Public Benefit Statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health and the relief of those in need.

## OBJECTIVES AND ACTIVITIES

### Our vision

We will put the public voice at the heart of decision making around health and social care. We will do this by growing and strengthening the organisation so that we can challenge and improve provision of health and social care services on behalf of local people, particularly those whose voices are often under-represented.

We will be a credible and influential organisation that has good relationships with local people, commissioners and providers of health and social care.

### Our values and behaviours

Inclusive and collaborative - we put people first, particularly those who are less able to represent themselves. We aim to involve all communities in Wakefield District. We work in partnership with all key stakeholders.

Credible and effective - we aim to be respected for our rigour and high standards of information, intelligence and reporting. We want to make a difference.

Open and accountable - we hold meetings in public, carry out decisions and publish our findings according to our processes which are available on our website.

Independent - we act on behalf of local people independent of political parties, commissioners and providers. We have no vested interests in the outcome of our work apart from improving local health and social care services for the people of Wakefield.

### Our aims

We will:

1. INFORM AND ADVISE by keeping ourselves informed and share information about local health and care services with members of the public; helping people to understand their rights; and supporting individuals who have questions or concerns about local services.
2. INVOLVE and engage local people through our outreach activities, including where these are virtual / online; we will offer a variety of ways for people to access information, advice, and support, and we will continue to build and support a strong team of volunteers.
3. INVESTIGATE by looking deeper into specific areas of concerns raised by local people; and we will collect, analyse, and report on intelligence around people's experience of health and social care services.
4. Share our intelligence and report findings widely to INFLUENCE AND IMPACT the key decisions that our made about health and care services for local people, and support decision making with local people's voice in mind.
5. Through the Independent NHS Complaints Advocacy Service, continue to ADVOCATE AND SUPPORT as appropriate to enable people to complain about NHS services when they need to, but are in need of support to do this.
6. GOVERN ourselves effectively in line with our statutory functions, managing our funding to support our sustainability.

We will continue to work with partners on a wider geographical footprint in line with our stated values and behaviours, including neighbouring local Healthwatch organisations, to ensure that local people's voices remain heard across the Integrated Care System in West Yorkshire - it will remain important to us that the Wakefield District public voice does not get lost amidst these important conversations and decisions at a regional level.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

Throughout this year, our dedicated team of staff and volunteers have tirelessly advocated for the residents of the Wakefield District, striving to enhance the quality of health and social care services. This year in particular has presented a unique opportunity to reflect on the journey on the organisation as we reached our ten-year milestone.

Since our inception, we have experienced growth in our staff team, an increase in the number of dedicated volunteers, and a significant rise in the individuals benefiting from our services. Along this journey, we have accomplished impressive initiatives and implemented changes. Some of these pieces of work are captured in our annual report, and we take this opportunity to thank everyone who has supported our work this past decade, enabling us to make these changes happen. We acknowledge that there is still much work to be done, however, and we remain committed to making a lasting impact on the lives of Wakefield District's residents in the coming decade.

Over the past year, we have witnessed significant changes in the delivery and commissioning of health and social care services at various levels, including the neighbourhood, district, West Yorkshire, and national levels. In response to these shifts, we have actively sought to amplify peoples' voices and ensure that their experiences are heard and taken into account.

To achieve this, we have increased our community presence, through initiatives such as expanding the number of settings visited by our volunteers. We understand the importance of listening to concerns and feedback as the system evolves. Our commitment to representing local people remains steadfast, and we have actively engaged with key decision-makers on multiple levels to share local peoples' voices.

We believe that by actively participating in these discussions and engaging with decision-makers, we can bring about positive change and make a lasting impact on the health and social care services in our community. The Wakefield District citizen voice matters, and we will continue to be local people's advocate as we navigate the evolving landscape of healthcare provision.

### **Reaching out**

We heard 1,317 experiences of health and social care services from people across our district, helping us to raise awareness of issues and improve care.

This includes 999 stories about experiences of local health and social care services. And 334 responses to surveys we created on specific topics.

169 people received support from our Independent NHS Complaints Advocacy Service.

27,374 visitors went to our website.

### **Making a difference to care**

We published 34 reports about issues people were facing and improvements people would like to see to health and social care services.

Most popular was last year's Annual Report, but others included our Enter and View Visit to Spire Methley Park, our quarterly issue report 'What you are telling us'; and our report calling for dentists to improve access for NHS patients.

We're lucky to have 56 outstanding volunteers who gave up a combined 871 hours and 30 minutes or 36 days to make care better for our community.

## ACHIEVEMENT AND PERFORMANCE

### Our priorities for 2023-2024

After carefully analysing the information that local people reported to us over the last year, and following an intensive and successful development session to identify our ongoing operational priorities, we are going to focus on the following areas through 2023-2024:

- **Improving access to services** (especially, but not limited to, in GP's, Dentists, Young Peoples Mental Health, Learning disabilities and Adult Mental Health);

- Share good practice from services that currently receive good feedback on access.

- Improve information available on the services.

- **Communication;**

- Improving the quality of the communications available, its frequency and its availability.

- Improving in hospital communication with patients and their families.

- Create a stronger link between complaints, the areas the complaints link to and the information for communication.

## FINANCIAL REVIEW

### Financial position

The net deficit for the year was £23,246 including net expenditure of £39,283 on unrestricted funds and net income of £16,037 on restricted funds.

Following the above results, the Trustees will be reviewing allocated expenditure across all contracted activities in the new financial year as well as reviewing the allocation of unrestricted and restricted funds.

### Reserves policy

We aim to hold between 3- and 6-months' running costs as reserves. The Charity's free reserves, excluding fixed assets, at the year-end were £152,637.

This represents approximately 4 months of annual expenditure.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is a company limited by guarantee and was formed on 8 December 2015. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### Recruitment and appointment of new trustees

The Trustees of the Charity are also the Directors for the purposes of company law and are appointed and/or removed by the members at each Annual General Meeting, as per our Articles of Association.

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Company number

09907848 (England and Wales)

### Registered Charity number

1166797

### Registered office

The Plex  
Margaret Street  
Wakefield  
West Yorkshire  
WF1 2DQ

## Healthwatch Wakefield

### Report of the Trustees for the Year Ended 31 March 2023

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#### Trustees

|                    |                              |
|--------------------|------------------------------|
| Richard Sloan      | Resigned - 14 August 2023    |
| Andrew Kent        |                              |
| Lee Wood           | Resigned - 5 September 2023  |
| Pam Hodgkins       | Resigned - 20 January 2023   |
| Ruth McCallum      | Resigned - 26 February 2023  |
| Cheryl Astbury     | Resigned - 26 July 2022      |
| Juliette Greenwood | Resigned - 20 September 2022 |
| Axxa Nazar         |                              |
| Jayne Beecham      | Resigned - 26 February 2023  |
| Sanelisiwe Ncube   | Resigned 27 October 2023     |
| Julia Brook        | Resigned 18 October 2023     |
| Lee Adams          | Appointed - 16 November 2023 |
| Melvyn Ingleson    | Appointed - 16 November 2023 |

#### Company Secretary

Mr G C Jevon

#### Independent Examiner

SMH Jolliffe Cork Ltd  
Chartered Accountants  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

#### Bankers

Unity Trust Bank plc  
4 Brindley Place  
Birmingham  
B1 2JB

Approved by order of the board of trustees on 21 December 2023 and signed on its behalf by:

Trustee

MELVYN INGLESON.



## Independent Examiner's Report to the Trustees of Healthwatch Wakefield

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### Independent examiner's report to the trustees of Healthwatch Wakefield ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

#### 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 member of the Institute of Chartered Accountants in England and Wales, 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.

  
Jane Crossley FCA  
SMH Jolliffe Cork Ltd  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

21 December 2023

Healthwatch Wakefield

Statement of Financial Activities  
for the Year Ended 31 March 2023

|                                        |       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£  | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|----------------------------------------|-------|----------------------------|---------------------------|-----------------------------|-----------------------------|
|                                        | Notes |                            |                           |                             |                             |
| <b>INCOME AND ENDOWMENTS FROM</b>      |       |                            |                           |                             |                             |
| <b>Charitable activities</b>           | 2     |                            |                           |                             |                             |
| Grants                                 |       | 287,625                    | 133,978                   | 421,603                     | 383,412                     |
| Other income                           |       | 1,318                      | -                         | 1,318                       | -                           |
| <b>Total</b>                           |       | <u>288,943</u>             | <u>133,978</u>            | <u>422,921</u>              | <u>383,412</u>              |
| <br><b>EXPENDITURE ON</b>              |       |                            |                           |                             |                             |
| <b>Charitable activities</b>           |       |                            |                           |                             |                             |
| Grants                                 |       | <u>328,226</u>             | <u>117,941</u>            | <u>446,167</u>              | <u>366,238</u>              |
| <br><b>NET INCOME/(EXPENDITURE)</b>    |       |                            |                           |                             |                             |
| <b>Transfers between funds</b>         | 11    | (39,283)<br><u>44,049</u>  | 16,037<br><u>(44,049)</u> | (23,246)<br><u>-</u>        | 17,174<br><u>-</u>          |
| <b>Net movement in funds</b>           |       | 4,766                      | (28,012)                  | (23,246)                    | 17,174                      |
| <br><b>RECONCILIATION OF FUNDS</b>     |       |                            |                           |                             |                             |
| Total funds brought forward            |       | <u>150,315</u>             | <u>56,649</u>             | <u>206,964</u>              | <u>189,790</u>              |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u>155,081</u>             | <u>28,637</u>             | <u>183,718</u>              | <u>206,964</u>              |

The notes form part of these financial statements

# Healthwatch Wakefield

## Balance Sheet 31 March 2023

|                                                  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|--------------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                              |       |                            |                          |                             |                             |
| Tangible assets                                  | 7     | 2,444                      | -                        | 2,444                       | 3,622                       |
| <b>CURRENT ASSETS</b>                            |       |                            |                          |                             |                             |
| Debtors                                          | 8     | 20,483                     | -                        | 20,483                      | 29,968                      |
| Cash at bank and in hand                         |       | <u>154,811</u>             | <u>56,110</u>            | <u>210,921</u>              | <u>237,397</u>              |
|                                                  |       | 175,294                    | 56,110                   | 231,404                     | 267,365                     |
| <b>CREDITORS</b>                                 |       |                            |                          |                             |                             |
| Amounts falling due within one year              | 9     | (22,657)                   | (27,473)                 | (50,130)                    | (64,023)                    |
| <b>NET CURRENT ASSETS</b>                        |       | <u>152,637</u>             | <u>28,637</u>            | <u>181,274</u>              | <u>203,342</u>              |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | <u>155,081</u>             | <u>28,637</u>            | <u>183,718</u>              | <u>206,964</u>              |
| <b>NET ASSETS</b>                                |       | <u>155,081</u>             | <u>28,637</u>            | <u>183,718</u>              | <u>206,964</u>              |
| <b>FUNDS</b>                                     | 11    |                            |                          |                             |                             |
| Unrestricted funds                               |       |                            |                          | 155,081                     | 150,315                     |
| Restricted funds                                 |       |                            |                          | <u>28,637</u>               | <u>56,649</u>               |
| <b>TOTAL FUNDS</b>                               |       |                            |                          | <u>183,718</u>              | <u>206,964</u>              |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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.

The notes form part of these financial statements

**Healthwatch Wakefield**

**Balance Sheet - continued**  
**31 March 2023**

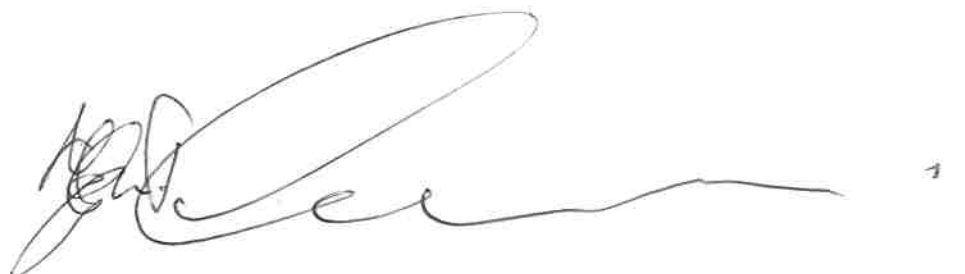
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These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21 December 2023 and were signed on its behalf by:

Trustee

MENYU INGHESON



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 2019)', 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.

### **Going concern**

The financial statements are prepared on the going concern basis which assumes that the charity will continue in operational existence for the foreseeable future. The trustees believe that the charity's financial statements are appropriately prepared under the going concern basis.

### **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.

Office equipment            - 25% on cost

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

### **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 charity operates a workplace pension scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

### **Operating lease commitments**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

## 2. GRANTS AND CONTRACT INCOME

|                                                | 2023<br>Unrestricted<br>funds | 2023<br>Restricted<br>funds | 2023<br>Total<br>funds | 2022<br>Total<br>funds |
|------------------------------------------------|-------------------------------|-----------------------------|------------------------|------------------------|
|                                                | £                             | £                           | £                      | £                      |
| <b>Grants</b>                                  |                               |                             |                        |                        |
| NHS Cancer Alliance                            | -                             | 58,790                      | 58,790                 | 34,514                 |
| Yorkshire Cancer Community                     | 960                           | -                           | 960                    | 1,245                  |
| Adult Social Care (ASC)                        | -                             | 32,473                      | 32,473                 | 44,373                 |
| Wakefield (CCG) Maternity Voices Partnerships  | -                             | 22,000                      | 22,000                 | 10,000                 |
| Wakefield (CCG) IPS Engagement - MH Alliance   | -                             | -                           | -                      | 4,750                  |
| Nova                                           | 1,000                         | -                           | 1,000                  | 3,000                  |
| Hospital Discharge Patient Engagement          | -                             | 14,300                      | 14,300                 | -                      |
| Healthwatch England                            | -                             | 1,200                       | 1,200                  | -                      |
| Healthwatch Leeds - WYHCP                      | -                             | 5,215                       | 5,215                  | -                      |
| <b>Contracts and Service Level Agreements</b>  |                               |                             |                        |                        |
| Wakefield Metropolitan District Council (WMDC) | 221,226                       | -                           | 221,226                | 211,294                |
| Wakefield (CCG) Complaints Advocacy            | 52,629                        | -                           | 52,629                 | 50,266                 |
| Wakefield (CCG) Covid Survey                   | -                             | -                           | -                      | 3,220                  |
| NHS England Vaccination insight                | 1,500                         | -                           | 1,500                  | -                      |
| Prince of Wales Hospice                        | 4,700                         | -                           | 4,700                  | -                      |
| St George's Community Centre                   | 3,850                         | -                           | 3,850                  | -                      |
| Healthwatch Leeds - Emergency Department       | 1,060                         | -                           | 1,060                  | -                      |
| University of Cambridge                        | 700                           | -                           | 700                    | 750                    |
| SWY Partnership NHS Foundation Trust           | -                             | -                           | -                      | 20,000                 |
|                                                | <u>287,625</u>                | <u>133,978</u>              | <u>421,603</u>         | <u>383,412</u>         |

The Adult Social Care (ASC) 2022 grant included £11,900 for purchase of prizes of winners of the Caring through Covid Awards.

## 3. NET INCOME/(EXPENDITURE)

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

|                             | 2023<br>£      | 2022<br>£      |
|-----------------------------|----------------|----------------|
| Depreciation - owned assets | 1,178          | 2,917          |
| Staff costs                 | <u>343,158</u> | <u>282,564</u> |

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

## 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

During the year one trustee was paid a total of £105 (2022: £40) in respect of travel and other sundry expenses.

## 5. STAFF COSTS

|                       | 2023           | 2022           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Gross salaries        | 305,538        | 254,160        |
| Social security costs | 24,028         | 17,596         |
| Pensions              | 13,592         | 10,808         |
|                       | <u>343,158</u> | <u>282,564</u> |

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and Chief Officer. The total benefits received by the Chief Officer were £59,569 (2022: £57,508).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

**Pension scheme contributions**

|                                                                   | 2023         | 2022         |
|-------------------------------------------------------------------|--------------|--------------|
|                                                                   | £            | £            |
| Costs of the scheme to the charity for the year                   | 13,592       | 10,808       |
| Contributions outstanding at the year end (included in creditors) | <u>1,967</u> | <u>1,604</u> |

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

|                             | 2023      | 2022      |
|-----------------------------|-----------|-----------|
|                             | 12        | 11        |
| Average number of employees | <u>12</u> | <u>11</u> |

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

## 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                                         | Unrestricted funds<br>£ | Restricted funds<br>£ | Total funds<br>£ |
|---------------------------------------------------------|-------------------------|-----------------------|------------------|
| <b>INCOME AND ENDOWMENTS FROM Charitable activities</b> |                         |                       |                  |
| Grants                                                  | 285,530                 | 97,882                | 383,412          |
| Other income                                            | <u>-</u>                | <u>-</u>              | <u>-</u>         |
| <b>Total</b>                                            | <u>285,530</u>          | <u>97,882</u>         | <u>383,412</u>   |
| <b>EXPENDITURE ON Charitable activities</b>             |                         |                       |                  |
| Grants                                                  | 291,576                 | 74,662                | 366,238          |

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

|                                    | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|------------------------------------|----------------------------|--------------------------|---------------------|
| <b>NET INCOME/(EXPENDITURE)</b>    | (6,046)                    | 23,220                   | 17,174              |
| Transfers between funds            | <u>5,476</u>               | <u>(5,476)</u>           | <u>-</u>            |
| <b>Net movement in funds</b>       | (570)                      | 17,744                   | 17,174              |
| <b>RECONCILIATION OF FUNDS</b>     |                            |                          |                     |
| Total funds brought forward        | <u>150,885</u>             | <u>38,905</u>            | <u>189,790</u>      |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>150,315</u>             | <u>56,649</u>            | <u>206,964</u>      |

**7. TANGIBLE FIXED ASSETS**

|                                   | Office<br>equipment<br>£ |
|-----------------------------------|--------------------------|
| <b>COST</b>                       |                          |
| At 1 April 2022 and 31 March 2023 | <u>13,750</u>            |
| <b>DEPRECIATION</b>               |                          |
| At 1 April 2022                   | <u>10,128</u>            |
| Charge for year                   | <u>1,178</u>             |
| At 31 March 2023                  | <u>11,306</u>            |
| <b>NET BOOK VALUE</b>             |                          |
| At 31 March 2023                  | <u>2,444</u>             |
| At 31 March 2022                  | <u>3,622</u>             |

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2023<br>£     | 2022<br>£     |
|--------------------------------|---------------|---------------|
| Trade debtors                  | 6,700         | 20,000        |
| Prepayments and accrued income | <u>13,783</u> | <u>9,968</u>  |
|                                | <u>20,483</u> | <u>29,968</u> |

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

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

|                              | 2023          | 2022          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Accruals and deferred income | <u>50,130</u> | <u>64,023</u> |

## 10. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

|                            | 2023          | 2022          |
|----------------------------|---------------|---------------|
|                            | £             | £             |
| Within one year            | 33,976        | 31,886        |
| Between one and five years | <u>33,976</u> | <u>61,742</u> |
|                            | <u>67,952</u> | <u>93,628</u> |

## 11. MOVEMENT IN FUNDS

|                                               | At 1.4.22      | Net movement in funds | Transfers between funds | At 31.3.23     |
|-----------------------------------------------|----------------|-----------------------|-------------------------|----------------|
|                                               | £              | £                     | £                       | £              |
| <b>Unrestricted funds</b>                     |                |                       |                         |                |
| General fund                                  | 150,315        | (39,283)              | 44,049                  | 155,081        |
| <b>Restricted funds</b>                       |                |                       |                         |                |
| Healthwatch England                           | -              | 1,200                 | -                       | 1,200          |
| NHS Cancer Alliance                           | 44,049         | 12,178                | (44,049)                | 12,178         |
| Adult Social Care (ASC)                       | 11,658         | (5,546)               | -                       | 6,112          |
| Wakefield (CCG) Maternity Voices Partnerships | 942            | 3,973                 | -                       | 4,915          |
| Hospital Discharge                            | -              | 2,794                 | -                       | 2,794          |
| WYHCP                                         | -              | 1,438                 | -                       | 1,438          |
|                                               | <u>56,649</u>  | <u>16,037</u>         | <u>(44,049)</u>         | <u>28,637</u>  |
| <b>TOTAL FUNDS</b>                            | <u>206,964</u> | <u>(23,246)</u>       | <u>-</u>                | <u>183,718</u> |

**11. MOVEMENT IN FUNDS - continued**

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

|                                                  | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                        |                            |                            |                           |
| General fund                                     | 288,943                    | (328,226)                  | (39,283)                  |
| <b>Restricted funds</b>                          |                            |                            |                           |
| Healthwatch England                              | 1,200                      | -                          | 1,200                     |
| NHS Cancer Alliance                              | 58,790                     | (46,612)                   | 12,178                    |
| Adult Social Care (ASC)                          | 32,473                     | (38,019)                   | (5,546)                   |
| Wakefield (CCG) Maternity Voices<br>Partnerships | 22,000                     | (18,027)                   | 3,973                     |
| Hospital Discharge                               | 14,300                     | (11,506)                   | 2,794                     |
| WYHCP                                            | 5,215                      | (3,777)                    | 1,438                     |
|                                                  | <u>133,978</u>             | <u>(117,941)</u>           | <u>16,037</u>             |
| <b>TOTAL FUNDS</b>                               | <u>422,921</u>             | <u>(446,167)</u>           | <u>(23,246)</u>           |

**Comparatives for movement in funds**

|                                                  | At 1.4.21<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.22<br>£ |
|--------------------------------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>                        |                |                                  |                                    |                    |
| General fund                                     | 150,885        | (6,046)                          | 5,476                              | 150,315            |
| <b>Restricted funds</b>                          |                |                                  |                                    |                    |
| NHS Cancer Alliance                              | 37,794         | 6,255                            | -                                  | 44,049             |
| Yorkshire Cancer Community                       | 1,111          | 710                              | (1,821)                            | -                  |
| Adult Social Care (ASC)                          | -              | 11,658                           | -                                  | 11,658             |
| Wakefield (CCG) IPS Engagement - MH<br>Alliance  | -              | 2,533                            | (2,533)                            | -                  |
| Wakefield (CCG) Maternity Voices<br>Partnerships | -              | 942                              | -                                  | 942                |
| Hospital Discharge                               | -              | 1,122                            | (1,122)                            | -                  |
|                                                  | <u>38,905</u>  | <u>23,220</u>                    | <u>(5,476)</u>                     | <u>56,649</u>      |
| <b>TOTAL FUNDS</b>                               | <u>189,790</u> | <u>17,174</u>                    | <u>-</u>                           | <u>206,964</u>     |

**Notes to the Financial Statements – continued**  
**for the Year Ended 31 March 2023**

**11. MOVEMENT IN FUNDS – continued**

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

|                                                  | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                        |                            |                            |                           |
| General fund                                     | 285,530                    | (291,576)                  | (6,046)                   |
| <b>Restricted funds</b>                          |                            |                            |                           |
| NHS Cancer Alliance                              | 34,514                     | (28,259)                   | 6,255                     |
| Yorkshire Cancer Community                       | 1,245                      | (535)                      | 710                       |
| Adult Social Care (ASC)                          | 44,373                     | (32,715)                   | 11,658                    |
| Wakefield (CCG) IPS Engagement - MH<br>Alliance  | 4,750                      | (2,217)                    | 2,533                     |
| Wakefield (CCG) Maternity Voices<br>Partnerships | 10,000                     | (9,058)                    | 942                       |
| Hospital Discharge                               | 3,000                      | (1,878)                    | 1,122                     |
|                                                  | <u>97,882</u>              | <u>(74,662)</u>            | <u>23,220</u>             |
| <b>TOTAL FUNDS</b>                               | <u>383,412</u>             | <u>(366,238)</u>           | <u>17,174</u>             |

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.

## Healthwatch Wakefield

### Notes to the Financial Statements - continued for the Year Ended 31 March 2023

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#### 13. RESTRICTED FUNDS

| <b>Fund Name</b>                                 | <b>Purpose of restriction</b>                                                                                                                                                           |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NHS Cancer Alliance                              | Partnership bid with other local Healthwatch organisations to fund a Community Panel Co-ordinator.                                                                                      |
| Healthwatch England                              | Development of a new Network Model for Healthwatch organisations.                                                                                                                       |
| MacMillan                                        | Hosting an engagement and communications post for the Yorkshire Cancer Patient Forum.                                                                                                   |
| Yorkshire Cancer Community                       | To provide a community engagement officer to support the charity's work.                                                                                                                |
| Adult Social Care (ASC)                          | To provide support to improve Wakefield Council's engagement with Adult Social Care service users.                                                                                      |
| Wakefield (CCG) IPS<br>Engagement - MH Alliance  | Funding for the Individual Placement Support Engagement project.                                                                                                                        |
| Wakefield (CCG) Maternity<br>Voices Partnerships | Hosting the position of Chair for the Wakefield Maternity Voices Partnership                                                                                                            |
| Nova                                             | To provide 'Easy Read' material on Covid-19 related matters.                                                                                                                            |
| Hospital Discharge                               | Evaluating peoples' experience of the Hospital Discharge process on behalf of Wakefield Council.                                                                                        |
| WYHCP                                            | Funding for various ad hoc engagement projects for the West Yorkshire Integrated Care Board and Health & Care Partnership, in collaboration with other local Healthwatch organisations. |

**Healthwatch Wakefield****Detailed Statement of Financial Activities  
for the Year Ended 31 March 2023**

|                                              | 2023<br>£              | 2022<br>£            |
|----------------------------------------------|------------------------|----------------------|
| <b>INCOME AND ENDOWMENTS</b>                 |                        |                      |
| <b>Charitable activities</b>                 |                        |                      |
| Grants                                       | 421,603                | 383,412              |
| <b>Other income</b>                          |                        |                      |
| Other Income                                 | <u>1,318</u>           | <u>-</u>             |
| <b>Total incoming resources</b>              | <b>422,921</b>         | <b>383,412</b>       |
| <b>EXPENDITURE</b>                           |                        |                      |
| <b>Charitable activities</b>                 |                        |                      |
| Salaries, pensions and NI                    | 343,158                | 282,564              |
| Payroll charges                              | 686                    | 662                  |
| Staff travel and subsistence                 | 2,659                  | 2,142                |
| Staff Training                               | 394                    | 468                  |
| Delivery partner fees                        | 16,803                 | 16,803               |
| Freelance workers                            | 1,284                  | 1,765                |
| Volunteer expenses                           | 793                    | 31                   |
| Printing, postage & stationery               | 7,215                  | 5,939                |
| Phone and internet                           | 7,430                  | 5,693                |
| Journals and subscriptions                   | 880                    | 427                  |
| Advertising and publicity                    | 1,092                  | 6,692                |
| Room hire                                    | 2,352                  | 45                   |
| IT Support                                   | 10,011                 | 6,868                |
| Bank charges                                 | 207                    | 131                  |
| Insurance                                    | 1,858                  | 1,824                |
| Bookkeeping and accountancy                  | 4,295                  | 1,206                |
| Independent examination                      | 2,701                  | 2,700                |
| Rent, service charges and storage facilities | 35,468                 | 11,738               |
| Governance                                   | 105                    | 155                  |
| Recruitment                                  | 867                    | 994                  |
| Professional fees                            | 3,277                  | 768                  |
| Sundry expenses                              | 1,446                  | 1,806                |
| Purchase of Prizes for Caring through Covid  | -                      | 11,900               |
| Awards on behalf of/as instructed by WMDC    | 1,178                  | 2,917                |
| Depreciation of office equipment             | 8                      | -                    |
| Interest re PAYE/NIC                         | <u>8</u>               | <u>-</u>             |
|                                              | <b>446,167</b>         | <b>366,238</b>       |
| Total resources expended                     | <b>446,167</b>         | <b>366,238</b>       |
| <b>Net (expenditure)/income</b>              | <b><u>(23,246)</u></b> | <b><u>17,174</u></b> |

This page does not form part of the statutory financial statements



**SMH *Jolliffe Cork*** 

33 George Street, Wakefield WF1 1LX  
T: 01924 376045  
[www.smh.group](http://www.smh.group)

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# Accounts

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We are pleased to enclose your annual accounts.



**REGISTERED COMPANY NUMBER: 09907848 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1166797**

**Healthwatch Wakefield**

**Report of the Trustees and  
Financial Statements**

**Year Ended 31 March 2022**

SMH Jolliffe Cork Ltd  
Chartered Accountants  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

## **Healthwatch Wakefield**

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# Healthwatch Wakefield

## Report of the Trustees for the Year Ended 31 March 2022

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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 2022. 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 2019).

### OBJECTIVES AND ACTIVITIES

#### The Charity's objects

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

1. Providing information and advice to the general public about local health and social care services.
2. Making the views and experiences of members of the general public known to health and social care providers.
3. Enabling local people to have a voice in the development, delivery, and equality of access to local health and care services and facilities.
4. Providing training and the development of skills for volunteers and the wider community in understanding, scrutinising, reviewing, and monitoring local health and care services and facilities.
5. Conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

#### The Charity's main activities

Healthwatch is the consumer champion for both health and social care. It exists in two distinct forms - local Healthwatch, at local level, and Healthwatch England, at national level.

In Wakefield, the contract to deliver a local Healthwatch is delivered by Healthwatch Wakefield, a charitable company limited by guarantee on 1 April 2016.

The purpose of local Healthwatch is to give citizens and communities a stronger voice to influence and challenge how health and social care services are provided within their locality.

#### Statutory functions

Local Healthwatch has eight statutory functions to perform:

1. Promoting and supporting involvement of local people in commissioning, provision and scrutiny of local care services.
2. Enabling local people to monitor local care services and whether / how they could/ought to be improved.
3. Obtaining views of local people regarding their needs for, and experiences of, local care services and making these views known.
4. Making reports and recommendations about how local care services could or ought to be improved. These should be directed to commissioners and providers, and people responsible for managing or scrutinising services and shared with Healthwatch England.
5. Providing advice and information about access to local care services so choices can be made about local care services.
6. Formulating views on standard of provision and whether and how the local care services could and ought to be improved.
7. Making recommendations to Healthwatch England to advise the Care Quality Commission to conduct special reviews or investigations (or, where the circumstances justify making such recommendations direct to the CQC); and to make recommendations to Healthwatch England to publish reports about particular issues.
8. Providing Healthwatch England with the intelligence and insight it needs to enable it to perform effectively.

Healthwatch Wakefield has a seat on the Wakefield District Health and Wellbeing Board, ensuring that the views and experiences of patients, carers and other service users are taken into account when local needs assessments and strategies are prepared. This helps to ensure that we have an effective role in promoting public health, health improvements and in tackling health inequalities. In Wakefield District, this seat is held by the Healthwatch Wakefield Chief Executive Officer.

#### Public Benefit Statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health and the relief of those in need.

### Report of the Trustees for the Year Ended 31 March 2022

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#### OBJECTIVES AND ACTIVITIES

##### Our vision

We will put the public voice at the heart of decision making around health and social care. We will do this by growing and strengthening the organisation so that we can challenge and improve provision of health and social care services on behalf of local people, particularly those whose voices are often under-represented.

We will be a credible and influential organisation that has good relationships with local people, commissioners and providers of health and social care.

##### Our values and behaviours

Inclusive and collaborative - we put people first, particularly those who are less able to represent themselves. We aim to involve all communities in Wakefield District. We work in partnership with all key stakeholders.

Credible and effective - we aim to be respected for our rigour and high standards of information, intelligence and reporting. We want to make a difference.

Open and accountable - we hold meetings in public, carry out decisions and publish our findings according to our processes which are available on our website.

Independent - we act on behalf of local people independent of political parties, commissioners and providers. We have no vested interests in the outcome of our work apart from improving local health and social care services for the people of Wakefield.

##### Our aims

We will:

1. INFORM AND ADVISE by keeping ourselves informed and share information about local health and care services with members of the public; helping people to understand their rights; and supporting individuals who have questions or concerns about local services.
2. INVOLVE and engage local people through our outreach activities, even if these remain virtual for the time being, we will offer a variety of ways for people to access information, advice, and support, and we will continue to build and support a strong team of volunteers.
3. INVESTIGATE by looking deeper into specific areas of concerns raised by local people; and we will collect, analyse, and report on intelligence around people's experience of health and social care services.
4. Share our intelligence and report findings widely to INFLUENCE AND IMPACT the key decisions that our made about health and care services for local people, and support decision making with local people's voice in mind.
5. Through the NHS Complaints Advocacy Service, continue to ADVOCATE AND SUPPORT as appropriate to enable people to complain about NHS services when they need to.
6. GOVERN ourselves effectively in line with our statutory functions, managing our funding to support our sustainability.

We will continue to work with partners on a wider geographical footprint, such as neighbouring local Healthwatch organisations, to ensure that people's voices remain heard across the evolving Integrated Care System in West Yorkshire- it will remain important to us that the public voice does not get lost amidst these important conversations and decisions.

### Report of the Trustees for the Year Ended 31 March 2022

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#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

Our sixth year of trading as an independent charitable company has been one of significant transition in a number of areas, both for Healthwatch Wakefield itself and for the wider health and care system.

The development of new integrated care systems, boards and partnerships across the country has led to a renewed focus not only on how provider organisations work together, but also how the views, experiences, and voices of service users (plus their families and carers, as well as the wider public in general) can be more effectively used to influence the way services are designed, delivered and monitored.

As a result, Healthwatch Wakefield's activities have never been in more demand. We have moved from producing a single monthly intelligence report, which details and themes everything we've heard from all our sources, for the local partnership, to producing three monthly reports with specific foci (a fully comprehensive version, a mental health-focussed version and a secondary care focussed version) which is now delivered and discussed in 19 different forums. These include local Quality Intelligence Groups (both health and social care), Integrated Care Partnership board, NHS Trust Patient Experience Committees, Mental Health alliance meetings, and the Care Quality Commission.

Our citizen panel type work has grown throughout the year, both in terms of the number of panels we run and the number of people involved with each panel. We have added a new Adult Social Care Citizen Panel to our portfolio, alongside our well-established and award-winning Cancer Alliance Community Panel, our Young Healthwatch function, and our Maternity Voices Partnership - indeed, the latter has been so successful through the year that we have received additional funding for the coming year in order to double the size and resources that go into delivering this project.

The number of topics, projects and engagement activities that people have asked Healthwatch Wakefield to get involved with, or represent their voices on, has increased substantially throughout the year - demonstrating that the district's public recognise the difference we make and the impact we have on the system. We have worked with service users to ensure their voices are heard in relation to the care sector (for example, the 'Caring Through Covid' project and our Adult Social care work), young people's services (e.g. 'Happy and Healthy' project and Wakefield's Children and Young People's strategy), mental health services (e.g. Individual Placement Support and Suicide Prevention projects), public health initiatives (e.g. Health and Wellbeing Board strategy and the Big Conversation) and healthcare services (e.g. 'My Right to Healthcare' work with the boating and homeless communities, and engagement around unplanned and emergency care).

In total, we have been involved with and contributed the public voice to over 70 projects and/or proposals over the year. The new Healthwatch Wakefield contract was mobilised in October 2018 and this iteration included the independent NHS Complaints Advocacy Service in the specification. We are pleased to be able to continue and develop our work for local people for the coming seven years.

##### Highlights from our year

- 833 people shared their experiences of health and social care services with us, helping to raise awareness of issues and improve care.
  - 509 people contacted us directly for advice and information on topics such as mental health and COVID-19, and 28,591 people visited our website.
  - 178 people came to us for support from our NHS Complaints Advocacy service
  - We published 39 reports based on the improvements people would like to see to health and social care services, for example the Health and Wellbeing Board Strategy Refresh, Individual Placement Support Service, and a report from engaging with our Boating Community.
  - We also provided monthly reports on feedback we received on all issues, secondary care and mental health services, which now go to 19 different groups of commissioners and providers.
  - We're lucky to have 67 outstanding volunteers, who gave up over 75 days to make health and care services better for our community.
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# **Healthwatch Wakefield**

## **Report of the Trustees for the Year Ended 31 March 2022**

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### **ACHIEVEMENT AND PERFORMANCE**

#### **Our priorities for 2022-2023**

After carefully analysing the information you told us last year, we are going to focus on the following four areas:

1. Adult social care, in particular the discharge processes from secondary care to the care sector.
2. Dentistry.
3. Health inequalities, in particular the impact on health inequalities when accessing primary care services such as GPs.
4. Community pharmacy services.

### **FINANCIAL REVIEW**

#### **Financial position**

The net surplus for the year was £17,174, including net expenditure of £6,046 on unrestricted funds and net income of £23,220 on restricted funds.

#### **Reserves policy**

We aim to hold between 3- and 6-months' running costs as reserves. The Charity's free reserves, excluding fixed assets, at the year-end were £146,693.

This represents approximately 5 months of annual expenditure.

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

#### **Governing document**

The charity is a company limited by guarantee and was formed on 8 December 2015. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

#### **Recruitment and appointment of new trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Company number**

09907848 (England and Wales)

#### **Registered Charity number**

1166797

#### **Registered office**

The Plex  
Margaret Street  
Wakefield  
West Yorkshire  
WF1 2DQ

## Healthwatch Wakefield

### Report of the Trustees for the Year Ended 31 March 2022

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#### Trustees

|                    |              |                              |
|--------------------|--------------|------------------------------|
| Richard Sloan      |              |                              |
| Andrew Kent        | - Secretary  |                              |
| Lee Wood           |              |                              |
| Pam Hodgkins       | - Chair      |                              |
| Frances Kinchin    |              | Resigned - 10 June 2021      |
| David Stephens     |              | Resigned - 10 June 2021      |
| Beverley Kilner    |              | Resigned - 22 February 2022  |
| Ruth McCallum      | - Vice Chair |                              |
| Cheryl Astbury     |              | Appointed - 1 June 2021      |
| Juliette Greenwood |              | Appointed - 1 June 2021      |
| Axsa Nazar         |              | Appointed - 7 September 2021 |
| Jayne Beecham      |              | Appointed - 7 September 2021 |
| Sanelisiwe Ncube   |              | Appointed - 22 February 2022 |
| Julia Brook        | - Treasurer  | Appointed - 22 February 2022 |

#### Company Secretary

Mr G C Jevon

#### Independent Examiner

SMH Jolliffe Cork Ltd  
Chartered Accountants  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

#### Bankers

Unity Trust Bank plc  
4 Brindley Place  
Birmingham  
B1 2JB

Approved by order of the board of trustees on 4 August 2022 and signed on its behalf by:



Ms P Hodgkins - Trustee

## **Independent Examiner's Report to the Trustees of Healthwatch Wakefield**

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### **Independent examiner's report to the trustees of Healthwatch Wakefield ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

#### **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 the Institute of Chartered Accountants in England and Wales 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.



Jane Crossley FCA  
SMH Jolliffe Cork Ltd  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

4 August 2022

# Healthwatch Wakefield

## Statement of Financial Activities for the Year Ended 31 March 2022

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2022<br>Total<br>funds<br>£ | 2021<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                             |                             |
| <b>Charitable activities</b>       | 2     |                            |                          |                             |                             |
| Grants                             |       | 285,530                    | 97,882                   | 383,412                     | 319,880                     |
| Other income                       |       | -                          | -                        | -                           | 1,754                       |
| <b>Total</b>                       |       | 285,530                    | 97,882                   | 383,412                     | 321,634                     |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                             |                             |
| <b>Charitable activities</b>       |       |                            |                          |                             |                             |
| Grants                             |       | 291,576                    | 74,662                   | 366,238                     | 305,504                     |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | (6,046)                    | 23,220                   | 17,174                      | 16,130                      |
| Transfers between funds            | 11    | 5,476                      | (5,476)                  | -                           | -                           |
| Net movement in funds              |       | (570)                      | 17,744                   | 17,174                      | 16,130                      |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                             |                             |
| Total funds brought forward        |       | 150,885                    | 38,905                   | 189,790                     | 173,660                     |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u>150,315</u>             | <u>56,649</u>            | <u>206,964</u>              | <u>189,790</u>              |

The notes form part of these financial statements

# Healthwatch Wakefield

## Balance Sheet 31 March 2022

|                                              | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2022<br>Total<br>funds<br>£ | 2021<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                             |                             |
| Tangible assets                              | 7     | 3,622                      | -                        | 3,622                       | 4,337                       |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                             |                             |
| Debtors                                      | 8     | 29,969                     | -                        | 29,969                      | 17,546                      |
| Cash at bank and in hand                     |       | <u>153,275</u>             | <u>84,122</u>            | <u>237,397</u>              | <u>183,742</u>              |
|                                              |       | 183,244                    | 84,122                   | 267,366                     | 201,288                     |
| <b>CREDITORS</b>                             |       |                            |                          |                             |                             |
| Amounts falling due within one year          | 9     | (36,551)                   | (27,473)                 | (64,024)                    | (15,835)                    |
| <b>NET CURRENT ASSETS</b>                    |       | <u>146,693</u>             | <u>56,649</u>            | <u>203,342</u>              | <u>185,453</u>              |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>150,315</u>             | <u>56,649</u>            | <u>206,964</u>              | <u>189,790</u>              |
| <b>NET ASSETS</b>                            |       | <u>150,315</u>             | <u>56,649</u>            | <u>206,964</u>              | <u>189,790</u>              |
| <b>FUNDS</b>                                 | 11    |                            |                          |                             |                             |
| Unrestricted funds                           |       |                            |                          | 150,315                     | 150,885                     |
| Restricted funds                             |       |                            |                          | <u>56,649</u>               | <u>38,905</u>               |
| <b>TOTAL FUNDS</b>                           |       |                            |                          | <u>206,964</u>              | <u>189,790</u>              |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 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.

The notes form part of these financial statements

## Healthwatch Wakefield

### Balance Sheet - continued 31 March 2022

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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 and authorised for issue on 4 August 2022 and were signed on its behalf by:



Ms P Hodgkins - Trustee



Ms J Brook - Trustee

The notes form part of these financial statements

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**Notes to the Financial Statements  
for the Year Ended 31 March 2022**

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**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 2019)', 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.

**Going concern**

The financial statements are prepared on the going concern basis which assumes that the charity will continue in operational existence for the foreseeable future.

The trustees have considered the risks and uncertainties arising from the Covid 19 pandemic and are taking a proactive approach to reviewing and adjusting planning and spending as well as amending the way the charity operates. The trustees believe that the charity's financial statements are appropriately prepared under the going concern basis.

**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.

Office equipment                      -    25% on cost

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

**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.

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**1. ACCOUNTING POLICIES - continued**

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

The charity operates a workplace pension scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

**Operating lease commitments**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**2. GRANTS AND CONTRACT INCOME**

|                                                | 2022<br>Unrestricted<br>funds | 2022<br>Restricted<br>funds | 2022<br>Total<br>funds | 2021<br>Total<br>funds |
|------------------------------------------------|-------------------------------|-----------------------------|------------------------|------------------------|
|                                                | £                             | £                           | £                      | £                      |
| <b>Grants</b>                                  |                               |                             |                        |                        |
| NHS Cancer Alliance                            | -                             | 34,514                      | 34,514                 | 34,514                 |
| MacMillan                                      | -                             | -                           | -                      | 15,579                 |
| Yorkshire Cancer Community                     | -                             | 1,245                       | 1,245                  | 10,875                 |
| Adult Social Care (ASC)                        | -                             | 44,373                      | 44,373                 | -                      |
| Wakefield (CCG) Maternity Voices Partnerships  | -                             | 10,000                      | 10,000                 | -                      |
| Wakefield (CCG) IPS Engagement - MH Alliance   | -                             | 4,750                       | 4,750                  | -                      |
| Nova                                           | -                             | 3,000                       | 3,000                  | -                      |
| <b>Contracts and Service Level Agreements</b>  |                               |                             |                        |                        |
| Wakefield Metropolitan District Council (WMDC) | 211,294                       | -                           | 211,294                | 211,295                |
| Wakefield (CCG) Complaints Advocacy            | 50,266                        | -                           | 50,266                 | 50,267                 |
| Wakefield (CCG) Covid Survey                   | 3,220                         | -                           | 3,220                  | -                      |
| University of Cambridge                        | 750                           | -                           | 750                    | -                      |
| SWY Partnership NHS Foundation Trust           | 20,000                        | -                           | 20,000                 | (2,650)                |
|                                                | <u>285,530</u>                | <u>97,882</u>               | <u>383,412</u>         | <u>319,880</u>         |

The Adult Social Care (ASC) grant includes £11,900 for purchase of prizes of winners of the Caring through Covid Awards.

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

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

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

|                             | 2022           | 2021           |
|-----------------------------|----------------|----------------|
|                             | £              | £              |
| Depreciation - owned assets | 2,917          | 2,523          |
| Staff costs                 | <u>282,564</u> | <u>245,385</u> |

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

During the year two trustees were paid a total of £40 (2021: £10) in respect of travel and other sundry expenses.

**5. STAFF COSTS**

|                       | 2022           | 2021           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Gross salaries        | 254,160        | 221,013        |
| Social security costs | 17,596         | 15,013         |
| Pensions              | <u>10,808</u>  | <u>9,359</u>   |
|                       | <u>282,564</u> | <u>245,385</u> |

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and Chief Officer. The total benefits received by the Chief Officer were £57,508 (2021: £57,468).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

**Pension scheme contributions**

|                                                                   | 2022         | 2021         |
|-------------------------------------------------------------------|--------------|--------------|
|                                                                   | £            | £            |
| Costs of the scheme to the charity for the year                   | 10,808       | 9,359        |
| Contributions outstanding at the year end (included in creditors) | <u>1,604</u> | <u>1,271</u> |

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

|  | 2022      | 2021     |
|--|-----------|----------|
|  | <u>11</u> | <u>9</u> |

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

## Healthwatch Wakefield

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

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

|                                    | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|------------------------------------|----------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |                            |                          |                     |
| <b>Charitable activities</b>       |                            |                          |                     |
| Grants                             | 258,912                    | 60,968                   | 319,880             |
| Other income                       | <u>1,754</u>               | <u>-</u>                 | <u>1,754</u>        |
| <b>Total</b>                       | 260,666                    | 60,968                   | 321,634             |
| <br><b>EXPENDITURE ON</b>          |                            |                          |                     |
| <b>Charitable activities</b>       |                            |                          |                     |
| Grants                             | 248,800                    | 56,704                   | 305,504             |
|                                    | <u>          </u>          | <u>          </u>        | <u>          </u>   |
| <b>NET INCOME</b>                  | 11,866                     | 4,264                    | 16,130              |
| <b>Transfers between funds</b>     | <u>11,916</u>              | <u>(11,916)</u>          | <u>-</u>            |
| <b>Net movement in funds</b>       | 23,782                     | (7,652)                  | 16,130              |
| <br><b>RECONCILIATION OF FUNDS</b> |                            |                          |                     |
| <b>Total funds brought forward</b> | 127,104                    | 46,556                   | 173,660             |
|                                    | <u>          </u>          | <u>          </u>        | <u>          </u>   |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>150,886</u>             | <u>38,904</u>            | <u>189,790</u>      |

## Healthwatch Wakefield

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

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#### 7. TANGIBLE FIXED ASSETS

|                       | Office<br>equipment<br>£ |
|-----------------------|--------------------------|
| <b>COST</b>           |                          |
| At 1 April 2021       | 11,548                   |
| Additions             | <u>2,202</u>             |
| At 31 March 2022      | <u>13,750</u>            |
| <b>DEPRECIATION</b>   |                          |
| At 1 April 2021       | 7,211                    |
| Charge for year       | <u>2,917</u>             |
| At 31 March 2022      | <u>10,128</u>            |
| <b>NET BOOK VALUE</b> |                          |
| At 31 March 2022      | <u><u>3,622</u></u>      |
| At 31 March 2021      | <u><u>4,337</u></u>      |

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

|                                | 2022<br>£            | 2021<br>£            |
|--------------------------------|----------------------|----------------------|
| Trade debtors                  | 20,000               | 12,567               |
| Prepayments and accrued income | <u>9,969</u>         | <u>4,979</u>         |
|                                | <u><u>29,969</u></u> | <u><u>17,546</u></u> |

## Healthwatch Wakefield

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

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

|                              | 2022          | 2021          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Accruals and deferred income | <u>64,024</u> | <u>15,835</u> |

#### 10. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

|                            | 2022          | 2021         |
|----------------------------|---------------|--------------|
|                            | £             | £            |
| Within one year            | 31,886        | 3,146        |
| Between one and five years | <u>61,742</u> | <u>2,801</u> |
|                            | <u>93,628</u> | <u>5,947</u> |

#### 11. MOVEMENT IN FUNDS

|                                               | At 1.4.21      | Net movement in funds | Transfers between funds | At 31.3.22     |
|-----------------------------------------------|----------------|-----------------------|-------------------------|----------------|
|                                               | £              | £                     | £                       | £              |
| <b>Unrestricted funds</b>                     |                |                       |                         |                |
| General fund                                  | 150,885        | (6,046)               | 5,476                   | 150,315        |
| <b>Restricted funds</b>                       |                |                       |                         |                |
| NHS Cancer Alliance                           | 37,794         | 6,255                 | -                       | 44,049         |
| Yorkshire Cancer Community                    | 1,111          | 710                   | (1,821)                 | -              |
| Adult Social Care (ASC)                       | -              | 11,658                | -                       | 11,658         |
| Wakefield (CCG) IPS Engagement - MH Alliance  | -              | 2,533                 | (2,533)                 | -              |
| Wakefield (CCG) Maternity Voices Partnerships | -              | 942                   | -                       | 942            |
| Nova                                          | -              | 1,122                 | (1,122)                 | -              |
|                                               | <u>38,905</u>  | <u>23,220</u>         | <u>(5,476)</u>          | <u>56,649</u>  |
| <b>TOTAL FUNDS</b>                            | <u>189,790</u> | <u>17,174</u>         | <u>-</u>                | <u>206,964</u> |

## Healthwatch Wakefield

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

#### 11. MOVEMENT IN FUNDS - continued

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

|                                                  | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                        |                            |                            |                           |
| General fund                                     | 285,530                    | (291,576)                  | (6,046)                   |
| <b>Restricted funds</b>                          |                            |                            |                           |
| NHS Cancer Alliance                              | 34,514                     | (28,259)                   | 6,255                     |
| Yorkshire Cancer Community                       | 1,245                      | (535)                      | 710                       |
| Adult Social Care (ASC)                          | 44,373                     | (32,715)                   | 11,658                    |
| Wakefield (CCG) IPS Engagement - MH<br>Alliance  | 4,750                      | (2,217)                    | 2,533                     |
| Wakefield (CCG) Maternity Voices<br>Partnerships | 10,000                     | (9,058)                    | 942                       |
| Nova                                             | <u>3,000</u>               | <u>(1,878)</u>             | <u>1,122</u>              |
|                                                  | <u>97,882</u>              | <u>(74,662)</u>            | <u>23,220</u>             |
| <b>TOTAL FUNDS</b>                               | <u><b>383,412</b></u>      | <u><b>(366,238)</b></u>    | <u><b>17,174</b></u>      |

#### Comparatives for movement in funds

|                            | At 1.4.20<br>£        | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.21<br>£    |
|----------------------------|-----------------------|----------------------------------|------------------------------------|-----------------------|
| <b>Unrestricted funds</b>  |                       |                                  |                                    |                       |
| General fund               | 127,104               | 11,865                           | 11,916                             | 150,885               |
| <b>Restricted funds</b>    |                       |                                  |                                    |                       |
| Healthwatch England        | 15,706                | (22,249)                         | 6,543                              | -                     |
| NHS Cancer Alliance        | 27,970                | 9,824                            | -                                  | 37,794                |
| MacMillan                  | 2,880                 | 15,579                           | (18,459)                           | -                     |
| Yorkshire Cancer Community | <u>-</u>              | <u>1,111</u>                     | <u>-</u>                           | <u>1,111</u>          |
|                            | <u>46,556</u>         | <u>4,265</u>                     | <u>(11,916)</u>                    | <u>38,905</u>         |
| <b>TOTAL FUNDS</b>         | <u><b>173,660</b></u> | <u><b>16,130</b></u>             | <u><b>-</b></u>                    | <u><b>189,790</b></u> |

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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

|                            | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|----------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>  |                            |                            |                           |
| General fund               | 260,666                    | (248,801)                  | 11,865                    |
| <b>Restricted funds</b>    |                            |                            |                           |
| Healthwatch England        | -                          | (22,249)                   | (22,249)                  |
| NHS Cancer Alliance        | 34,514                     | (24,690)                   | 9,824                     |
| MacMillan                  | 15,579                     | -                          | 15,579                    |
| Yorkshire Cancer Community | 10,875                     | (9,764)                    | 1,111                     |
|                            | <u>60,968</u>              | <u>(56,703)</u>            | <u>4,265</u>              |
| <b>TOTAL FUNDS</b>         | <u>321,634</u>             | <u>(305,504)</u>           | <u>16,130</u>             |

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

|                                                  | At 1.4.20<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.22<br>£ |
|--------------------------------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>                        |                |                                  |                                    |                    |
| General fund                                     | 127,104        | 5,819                            | 17,392                             | 150,315            |
| <b>Restricted funds</b>                          |                |                                  |                                    |                    |
| Healthwatch England                              | 15,706         | (22,249)                         | 6,543                              | -                  |
| NHS Cancer Alliance                              | 27,970         | 16,079                           | -                                  | 44,049             |
| MacMillan                                        | 2,880          | 15,579                           | (18,459)                           | -                  |
| Yorkshire Cancer Community                       | -              | 1,821                            | (1,821)                            | -                  |
| Adult Social Care (ASC)                          | -              | 11,658                           | -                                  | 11,658             |
| Wakefield (CCG) IPS Engagement - MH<br>Alliance  | -              | 2,533                            | (2,533)                            | -                  |
| Wakefield (CCG) Maternity Voices<br>Partnerships | -              | 942                              | -                                  | 942                |
| Nova                                             | -              | 1,122                            | (1,122)                            | -                  |
|                                                  | <u>46,556</u>  | <u>27,485</u>                    | <u>(17,392)</u>                    | <u>56,649</u>      |
| <b>TOTAL FUNDS</b>                               | <u>173,660</u> | <u>33,304</u>                    | <u>-</u>                           | <u>206,964</u>     |

## Healthwatch Wakefield

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

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#### 11. MOVEMENT IN FUNDS - continued

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

|                                                  | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                        |                            |                            |                           |
| General fund                                     | 546,196                    | (540,377)                  | 5,819                     |
| <b>Restricted funds</b>                          |                            |                            |                           |
| Healthwatch England                              | -                          | (22,249)                   | (22,249)                  |
| NHS Cancer Alliance                              | 69,028                     | (52,949)                   | 16,079                    |
| MacMillan                                        | 15,579                     | -                          | 15,579                    |
| Yorkshire Cancer Community                       | 12,120                     | (10,299)                   | 1,821                     |
| Adult Social Care (ASC)                          | 44,373                     | (32,715)                   | 11,658                    |
| Wakefield (CCG) IPS Engagement - MH<br>Alliance  | 4,750                      | (2,217)                    | 2,533                     |
| Wakefield (CCG) Maternity Voices<br>Partnerships | 10,000                     | (9,058)                    | 942                       |
| Nova                                             | <u>3,000</u>               | <u>(1,878)</u>             | <u>1,122</u>              |
|                                                  | <u>158,850</u>             | <u>(131,365)</u>           | <u>27,485</u>             |
| <b>TOTAL FUNDS</b>                               | <u>705,046</u>             | <u>(671,742)</u>           | <u>33,304</u>             |

#### 12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

## Healthwatch Wakefield

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

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#### 13. RESTRICTED FUNDS

| Fund Name                                        | Purpose of restriction                                                                             |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------|
| NHS Cancer Alliance                              | Partnership bid with other local Healthwatch organisations to fund a Community Panel Co-ordinator. |
| Healthwatch England                              | Development of a new Network Model for Healthwatch organisations.                                  |
| MacMillan                                        | Hosting an engagement and communications post for the Yorkshire Cancer Patient Forum.              |
| Yorkshire Cancer Community                       | To provide a community engagement officer to support the charity's work.                           |
| Adult Social Care (ASC)                          | To provide support to improve Wakefield Council's engagement with Adult Social Care service users. |
| Wakefield (CCG) IPS<br>Engagement - MH Alliance  | Funding for the Individual Placement Support Engagement project.                                   |
| Wakefield (CCG) Maternity<br>Voices Partnerships | Hosting the position of Chair for the Wakefield Maternity Voices Partnership                       |
| Nova                                             | To provide 'Easy Read' material on Covid-19 related matters.                                       |

## Healthwatch Wakefield

### Detailed Statement of Financial Activities for the Year Ended 31 March 2022

|                                                                                          | 2022<br>£ | 2021<br>£ |
|------------------------------------------------------------------------------------------|-----------|-----------|
| <b>INCOME AND ENDOWMENTS</b>                                                             |           |           |
| <b>Charitable activities</b>                                                             |           |           |
| Grants                                                                                   | 383,412   | 319,880   |
| <b>Other income</b>                                                                      |           |           |
| Other Income                                                                             | -         | 1,754     |
| <b>Total incoming resources</b>                                                          | 383,412   | 321,634   |
| <b>EXPENDITURE</b>                                                                       |           |           |
| <b>Charitable activities</b>                                                             |           |           |
| Salaries, pensions and NI                                                                | 282,564   | 245,385   |
| Payroll charges                                                                          | 662       | 866       |
| Staff travel and subsistence                                                             | 2,142     | 1,339     |
| Staff Training                                                                           | 468       | 300       |
| Delivery partner fees                                                                    | 16,803    | 12,845    |
| Freelance workers                                                                        | 1,765     | 1,891     |
| Volunteer expenses                                                                       | 31        | 57        |
| Printing, postage & stationery                                                           | 5,939     | 5,464     |
| Phone and internet                                                                       | 5,693     | 3,933     |
| Journals and subscriptions                                                               | 427       | 717       |
| Advertising and publicity                                                                | 6,692     | 3,928     |
| Room hire                                                                                | 45        | -         |
| IT Support                                                                               | 6,868     | 5,104     |
| Repairs and renewals                                                                     | -         | 220       |
| Bank charges                                                                             | 131       | 160       |
| Insurance                                                                                | 1,824     | 1,758     |
| Bookkeeping and accountancy                                                              | 1,206     | 1,752     |
| Independent examination                                                                  | 2,700     | 3,120     |
| Rent, service charges and storage facilities                                             | 11,738    | 12,557    |
| Governance                                                                               | 155       | 52        |
| Recruitment                                                                              | 994       | 320       |
| Professional fees                                                                        | 768       | 559       |
| Sundry expenses                                                                          | 1,806     | 280       |
| Purchase of Prizes for Caring through Covid Awards<br>on behalf of/as instructed by WMDC | 11,900    | -         |
| Depreciation of office equipment                                                         | 2,917     | 2,523     |
| Interest re PAYE/NIC                                                                     | -         | 374       |
|                                                                                          | 366,238   | 305,504   |

This page does not form part of the statutory financial statements

## Healthwatch Wakefield

### Detailed Statement of Financial Activities for the Year Ended 31 March 2022

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|                          | 2022<br>£         | 2021<br>£         |
|--------------------------|-------------------|-------------------|
|                          | <u>          </u> | <u>          </u> |
| Total resources expended | <u>366,238</u>    | <u>305,504</u>    |
| Net income               | <u>17,174</u>     | <u>16,130</u>     |

This page does not form part of the statutory financial statements

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**SMH Jolliffe Cork** 

33 George Street, Wakefield WF1 1LX  
T: 01924 376045  
[www.suttonmcgrathhartley.co.uk](http://www.suttonmcgrathhartley.co.uk)

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# Accounts

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**Healthwatch Wakefield**

**Report of the Trustees and  
Financial Statements**

**Year Ended 31 March 2021**

SMH Jolliffe Cork Ltd  
Chartered Accountants  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

# **Healthwatch Wakefield**

## **Contents of the Financial Statements for the Year Ended 31 March 2021**

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| <b>Statement of Financial Activities</b>          | 8           |
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# **Healthwatch Wakefield**

## **Report of the Trustees for the Year Ended 31 March 2021**

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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 2021. 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 2019).

### **OBJECTIVES AND ACTIVITIES**

#### **The Charity's objects**

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

1. Providing information and advice to the general public about local health and social care services.
2. Making the views and experiences of members of the general public known to health and social care providers.
3. Enabling local people to have a voice in the development, delivery, and equality of access to local health and care services and facilities.
4. Providing training and the development of skills for volunteers and the wider community in understanding, scrutinising, reviewing, and monitoring local health and care services and facilities.
5. Conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

#### **The Charity's main activities**

Healthwatch is the consumer champion for both health and social care. It exists in two distinct forms - local Healthwatch, at local level, and Healthwatch England, at national level.

In Wakefield, the contract to deliver a local Healthwatch is delivered by Healthwatch Wakefield, a charitable company limited by guarantee on 1 April 2016.

The purpose of local Healthwatch is to give citizens and communities a stronger voice to influence and challenge how health and social care services are provided within their locality.

#### **Statutory functions**

Local Healthwatch has eight statutory functions to perform:

1. Promoting and supporting involvement of local people in commissioning, provision and scrutiny of local care services.
2. Enabling local people to monitor local care services and whether / how they could/ought to be improved.
3. Obtaining views of local people regarding their needs for, and experiences of, local care services and making these views known.
4. Making reports and recommendations about how local care services could or ought to be improved. These should be directed to commissioners and providers, and people responsible for managing or scrutinising services and shared with Healthwatch England.
5. Providing advice and information about access to local care services so choices can be made about local care services.
6. Formulating views on standard of provision and whether and how the local care services could and ought to be improved.
7. Making recommendations to Healthwatch England to advise the Care Quality Commission to conduct special reviews or investigations (or, where the circumstances justify making such recommendations direct to the CQC); and to make recommendations to Healthwatch England to publish reports about particular issues.
8. Providing Healthwatch England with the intelligence and insight it needs to enable it to perform effectively.

Local Healthwatch has a seat on health and wellbeing boards, ensuring that the views and experiences of patients, carers and other service users are taken into account when local needs assessments and strategies are prepared, such as the Joint Strategic Needs Assessment (JSNA) and the authorisation of Clinical Commissioning Groups. This helps to ensure that local Healthwatch has a role in promoting public health, health improvements and in tackling health inequalities. In Wakefield, this seat is held by the Healthwatch Wakefield CEO.

# Healthwatch Wakefield

## Report of the Trustees for the Year Ended 31 March 2021

---

### OBJECTIVES AND ACTIVITIES

#### Public Benefit Statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health and the relief of those in need.

#### Our vision

We will put the public voice at the heart of decision making around health and social care. We will do this by growing and strengthening the organisation so that we can challenge and improve provision of health and social care services on behalf of local people, particularly those whose voices are often under-represented.

We will be a credible and influential organisation that has good relationships with local people, commissioners and providers of health and social care.

#### Our values and behaviours

Inclusive and collaborative - we put people first, particularly those who are less able to represent themselves. We aim to involve all communities in Wakefield District. We work in partnership with all key stakeholders.

Credible and effective - we aim to be respected for our rigour and high standards of information, intelligence and reporting. We want to make a difference.

Open and accountable - we hold meetings in public, carry out decisions and publish our findings according to our processes which are available on our website.

Independent - we act on behalf of local people independent of political parties, commissioners and providers. We have no vested interests in the outcome of our work apart from improving local health and social care services for the people of Wakefield.

#### Our aims

We will:

1. **Engage** - Listen to and engage effectively with people who use local health and social care services.
2. **Inform and Advise** - Offer a variety of ways for people to access information, advice and support.
3. **Involve** - Involve local people in our work.
4. **Influence** - Influence positive change in service provision and commissioning.
5. **Governance ourselves effectively:**
  - In line with our values and statutory functions.
  - Sustain our core funding and develop other income streams to support our sustainability.
  - Proactively attract, support and develop a high-quality team of staff, board and volunteers.

### Report of the Trustees for the Year Ended 31 March 2021

---

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

Our fifth year of trading as an independent charitable company has seen us develop our reputation and skills as a trusted local partner within the health and care system. We have also involved more local people than ever before in our work, enabling patients and users of health and care services to have their say in how their care is delivered.

We have continued to be involved in the work that is happening at a wider level with the West Yorkshire and Harrogate Health and Care Partnership (our local Integrated Care System) ensuring that people's experiences and voice are heard at the highest level.

The new Healthwatch Wakefield contract was mobilised in October 2018 and this iteration included the independent NHS Complaints Advocacy Service in the specification. We are pleased to be able to continue and develop our work for local people for the coming years.

##### Highlights from our year

###### Responding to Covid-19

Healthwatch played an important role in helping people to get the information they need, especially through the pandemic. The insight we collected was shared with local partners and Healthwatch England to ensure services are operating as best as possible during the pandemic.

We engaged with and supported people during the Covid-19 pandemic through our website, surveys, social media, and via virtual meetings / engagement.

Our Coronavirus 'Reset' surveys were fed back to service providers and decision makers in real time, enabling them to act and adapt quickly.

21,648 people visited our website to access coronavirus information and updates, as well as mental health advice and support.

During the pandemic, we also helped by:

- Adapting quickly to provide up to date advice on the local Covid-19 response.
- Being instrumental in bringing sectors and organisations together to ensure a collaborative effort.
- Supporting the vaccine roll out.
- Supporting the community volunteer response.
- Helping people to access the services they need.
- Supporting services

###### Contact from the public

The top four areas that people contacted us about were:

- Hospital services (26%)
- GP services (25%)
- Covid-19 testing and/or vaccination (19%)
- Dental services (11%)

###### Our year at a glance

- We received formal feedback from 858 people this year about their experiences of health and social care.
- We provided signposting, advice, and information to 680 people.
- Our NHS Complaints Advocacy service worked with and supported 159 people.
- We published 5 formal reports about the improvements people would like to see to health and social care services - these related to health and care services through the pandemic, including domiciliary care and dentistry.
- 69 volunteers helped us to carry out our work: in total, they contributed the equivalent of 60 working days (not including the work of our Board of Trustees)

## Healthwatch Wakefield

### Report of the Trustees for the Year Ended 31 March 2021

---

#### ACHIEVEMENT AND PERFORMANCE

Our priorities for 2020-2021 and changes made to services

##### Mental health services

- Implementation of a new Mental Health and Wellbeing hub
- Development of the Safe Space scheme
- Introduction of Mental Health navigators at Mid Yorkshire Hospitals NHS Trust

##### Children and young people

- Improvements in the waiting times for CAMHS
- Evaluation of the 0-19 Children and Young People's Public Health service
- Introduction of the Wakefield Families Together programme

##### Maternity services

- Preparatory work for Healthwatch Wakefield to host the Maternity Voices Partnership from April 2021 onwards
- Improvement in community-based post-natal services during the Covid-19 pandemic, in conjunction with Mid Yorkshire Hospitals NHS Trust

##### Primary care

- Evaluation of primary care service provision in the Eastmoor and City Fields area
- Evaluation of dental services across the district
- Introduction of 'My Right to Healthcare' cards

##### Communication

- Rapid reporting of feedback from our Covid-19 surveys to allow providers and commissioners to make immediate changes to service delivery during the pandemic
- Development of the Suicide Reduction 'Check-In' programme
- Introduction of a forum for Deaf service users to have direct contact with leaders and commissioners of local service providers.

#### Our priorities for 2021-2022

1. The ongoing impact of Covid-19
2. Health Inequalities
3. Community Mental Health services
4. Acute Mental Health services at SWYPFT
5. Care Homes and Nursing Homes
6. Adult Social Care

We will continue to work with partners on a wider geographical footprint, such as neighbouring local Healthwatch organisations, to ensure that people's voices remain heard across the evolving Integrated Care System in West Yorkshire and Harrogate.

This remains especially important as the national system looks to reorganise itself once again - it will remain important to us that the public voice does not get lost amidst these important conversations and decisions.

We will also extend our collaborative work across the region to investigate areas such as Dental Services and access, and End of Life care.

And we will continue to work with other agencies at a local level to ensure that our longer-term areas of need continue to be monitored and improved, namely: children and young people, where we remain supported the Young Lives consortium to deliver our Young Healthwatch function; cancer services, where we continue to work with the Cancer Alliance and its Community Panel, as well as continuing to support the Yorkshire Cancer Community; and maternity, where we look to evolve our relationship with the local Maternity Voices Partnership.

#### FINANCIAL REVIEW

##### Financial position

The net surplus for the year was £16,130, including net income of £11,865 on unrestricted funds and net income of £4,265 on restricted funds.

---

## Healthwatch Wakefield

### Report of the Trustees for the Year Ended 31 March 2021

---

#### FINANCIAL REVIEW

##### Reserves policy

We aim to hold between 3 and 6 months' running costs as reserves. The Charity's free reserves, excluding fixed assets, at the year-end were £146,548.

This represents approximately 6 months of annual expenditure.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is a company limited by guarantee and was formed on 8 December 2015. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

##### Recruitment and appointment of new trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Company number

09907848 (England and Wales)

##### Registered Charity number

1166797

##### Registered office

C/O Jolliffe Cork LLP  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

##### Trustees

|                    |                         |
|--------------------|-------------------------|
| Richard Sloan      |                         |
| Andrew Kent        | Secretary               |
| Lee Wood           |                         |
| John Hyde          | Resigned - 9 March 2021 |
| Frances Kinchin    | Resigned - 10 June 2021 |
| David Stephens     | Resigned - 10 June 2021 |
| Margaret Hilton    | Resigned - 9 March 2021 |
| Beverley Kilner    | Treasurer               |
| Ruth McCallum      | Vice Chair              |
| Samantha Foster    |                         |
| Pam Hodgkins       | Chair                   |
| Cheryl Astbury     | Appointed - 1 June 2021 |
| Juliette Greenwood | Appointed - 1 June 2021 |

##### Company Secretary

Mr G C Jevon

##### Independent Examiner

SMH Jolliffe Cork Ltd  
Chartered Accountants  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

## **Healthwatch Wakefield**

### **Report of the Trustees for the Year Ended 31 March 2021**

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#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Bankers**

Unity Trust Bank plc  
4 Brindley Place  
Birmingham  
B1 2JB

Approved by order of the board of trustees on 7 September 2021 and signed on its behalf by:

Ms P Hodgkins - Trustee

## **Independent Examiner's Report to the Trustees of Healthwatch Wakefield**

---

### **Independent examiner's report to the trustees of Healthwatch Wakefield ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

### **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 the Institute of Chartered Accountants in England and Wales 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.

Jane Crossley FCA  
SMH Jolliffe Cork Ltd  
33 George Street  
Wakefield  
West Yorkshire  
WF1 1LX

13 September 2021

# Healthwatch Wakefield

## Statement of Financial Activities for the Year Ended 31 March 2021

|                                    |       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                             |                             |
| <b>Charitable activities</b>       | Notes |                            |                          |                             |                             |
| Grants                             | 2     | 258,912                    | 60,968                   | 319,880                     | 388,951                     |
| Other income                       |       | <u>1,754</u>               | <u>-</u>                 | <u>1,754</u>                | <u>-</u>                    |
| <b>Total</b>                       |       | <b>260,666</b>             | <b>60,968</b>            | <b>321,634</b>              | <b>388,951</b>              |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                             |                             |
| <b>Charitable activities</b>       |       |                            |                          |                             |                             |
| Grants                             |       | 248,801                    | 56,703                   | 305,504                     | 393,196                     |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>11,865</b>              | <b>4,265</b>             | <b>16,130</b>               | <b>(4,245)</b>              |
| <b>Transfers between funds</b>     | 12    | <u>11,916</u>              | <u>(11,916)</u>          | <u>-</u>                    | <u>-</u>                    |
| <b>Net movement in funds</b>       |       | <b>23,781</b>              | <b>(7,651)</b>           | <b>16,130</b>               | <b>(4,245)</b>              |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                             |                             |
| <b>Total funds brought forward</b> |       | <u>127,104</u>             | <u>46,556</u>            | <u>173,660</u>              | <u>177,905</u>              |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><b>150,885</b></u>      | <u><b>38,905</b></u>     | <u><b>189,790</b></u>       | <u><b>173,660</b></u>       |

The notes form part of these financial statements

## Healthwatch Wakefield

### Balance Sheet 31 March 2021

|                                                  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|--------------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                              |       |                            |                          |                             |                             |
| Tangible assets                                  | 8     | 4,337                      | -                        | 4,337                       | 4,352                       |
| <b>CURRENT ASSETS</b>                            |       |                            |                          |                             |                             |
| Debtors                                          | 9     | 17,546                     | -                        | 17,546                      | 22,541                      |
| Cash at bank and in hand                         |       | <u>144,837</u>             | <u>38,905</u>            | <u>183,742</u>              | <u>205,131</u>              |
|                                                  |       | 162,383                    | 38,905                   | 201,288                     | 227,672                     |
| <b>CREDITORS</b>                                 |       |                            |                          |                             |                             |
| Amounts falling due within one year              | 10    | (15,835)                   | -                        | (15,835)                    | (58,364)                    |
| <b>NET CURRENT ASSETS</b>                        |       | <u>146,548</u>             | <u>38,905</u>            | <u>185,453</u>              | <u>169,308</u>              |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | <u>150,885</u>             | <u>38,905</u>            | <u>189,790</u>              | <u>173,660</u>              |
| <b>NET ASSETS</b>                                |       | <u>150,885</u>             | <u>38,905</u>            | <u>189,790</u>              | <u>173,660</u>              |
| <b>FUNDS</b>                                     | 12    |                            |                          |                             |                             |
| Unrestricted funds                               |       |                            |                          | 150,885                     | 127,104                     |
| Restricted funds                                 |       |                            |                          | <u>38,905</u>               | <u>46,556</u>               |
| <b>TOTAL FUNDS</b>                               |       |                            |                          | <u>189,790</u>              | <u>173,660</u>              |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 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.

The notes form part of these financial statements

## **Healthwatch Wakefield**

### **Balance Sheet - continued** **31 March 2021**

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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 and authorised for issue on 7 September 2021 and were signed on its behalf by:

Ms P Hodgkins - Trustee

Mr W A Kent - Trustee

The notes form part of these financial statements

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**Notes to the Financial Statements  
for the Year Ended 31 March 2021**

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**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 2019)', 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.

**Going concern**

The financial statements are prepared on the going concern basis which assumes that the charity will continue in operational existence for the foreseeable future.

The trustees have considered the risks and uncertainties arising from the Covid 19 pandemic and are taking a proactive approach to reviewing and adjusting planning and spending as well as amending the way the charity operates. The trustees believe that the charity's financial statements are appropriately prepared under the going concern basis.

**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.

Office equipment            -    25% on cost

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

**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 charity operates a workplace pension scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

## Healthwatch Wakefield

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

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#### 1. ACCOUNTING POLICIES - continued

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

##### Operating lease commitments

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

#### 2. GRANTS AND CONTRACT INCOME

|                                                | 2021<br>Unrestricted<br>funds | 2021<br>Restricted<br>funds | 2021<br>Total<br>funds | 2020<br>Total<br>funds |
|------------------------------------------------|-------------------------------|-----------------------------|------------------------|------------------------|
|                                                | £                             | £                           | £                      | £                      |
| <b>Grants</b>                                  |                               |                             |                        |                        |
| Wakefield (CCG) MCP Vanguard                   | -                             | -                           | -                      | 27,916                 |
| Wakefield (CCG) MCP Vanguard                   | -                             | -                           | -                      | 10,000                 |
| West Yorkshire and Harrogate STP               | -                             | -                           | -                      | 6,000                  |
| Healthwatch England                            | -                             | -                           | -                      | 9,068                  |
| NHS Cancer Alliance                            | -                             | 34,514                      | 34,514                 | 34,138                 |
| MacMillan                                      | -                             | 15,579                      | 15,579                 | 5,044                  |
| Yorkshire Cancer Community                     | -                             | 10,875                      | 10,875                 |                        |
| <b>Contracts and Service Level Agreements</b>  |                               |                             |                        |                        |
| Wakefield Metropolitan District Council (WMDC) | 211,295                       | -                           | 211,295                | 213,868                |
| Wakefield (CCG) Complaints Advocacy            | 50,267                        | -                           | 50,267                 | 50,267                 |
| Wakefield (CCG) ASD Engagement                 | -                             | -                           | -                      | -                      |
| WMDC (BAME Evaluation)                         | -                             | -                           | -                      | -                      |
| SWY Partnership NHS Foundation Trust           | (2,650)                       | -                           | (2,650)                | 2,650                  |
|                                                | <u>258,912</u>                | <u>60,968</u>               | <u>319,880</u>         | <u>388,951</u>         |

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

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

|                             | 2021<br>£      | 2020<br>£      |
|-----------------------------|----------------|----------------|
| Depreciation - owned assets | 2,523          | 2,262          |
| Staff costs                 | <u>245,385</u> | <u>270,252</u> |

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

During the year one trustee was paid a total of £10 (2020: £64) in respect of travel expenses.

**5. STAFF COSTS**

|                       | 2021<br>£      | 2020<br>£      |
|-----------------------|----------------|----------------|
| Gross salaries        | 221,013        | 242,407        |
| Social security costs | 15,013         | 17,855         |
| Pensions              | 9,359          | 9,990          |
|                       | <u>245,385</u> | <u>270,252</u> |

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and Chief Officer. The total benefits received by the Chief Officer were £57,468 (2020: £47,616).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

|                                                                   | 2021<br>£    | 2020<br>£    |
|-------------------------------------------------------------------|--------------|--------------|
| <b>Pension scheme contributions</b>                               |              |              |
| Costs of the scheme to the charity for the year                   | 9,359        | 9,990        |
| Contributions outstanding at the year end (included in creditors) | <u>1,271</u> | <u>1,281</u> |

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

|                             | 2021     | 2020      |
|-----------------------------|----------|-----------|
| Average number of employees | <u>9</u> | <u>11</u> |

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

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|----------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                            |                          |                     |
| <b>Charitable activities</b>      |                            |                          |                     |
| Grants                            | 266,785                    | 122,166                  | 388,951             |
| Other income                      | -                          | -                        | -                   |
| <b>Total</b>                      | 266,785                    | 122,166                  | 388,951             |
| <b>EXPENDITURE ON</b>             |                            |                          |                     |
| <b>Charitable activities</b>      |                            |                          |                     |
| Grants                            | 264,856                    | 128,340                  | 393,196             |

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

|                                    | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|------------------------------------|----------------------------|--------------------------|---------------------|
|                                    |                            |                          |                     |
| <b>NET INCOME/(EXPENDITURE)</b>    | 1,929                      | (6,174)                  | (4,245)             |
| <b>Transfers between funds</b>     | <u>(26,784)</u>            | <u>26,784</u>            | <u>-</u>            |
| <b>Net movement in funds</b>       | (24,853)                   | 20,610                   | (4,245)             |
| <b>RECONCILIATION OF FUNDS</b>     |                            |                          |                     |
| <b>Total funds brought forward</b> |                            |                          |                     |
| As previously reported             | 151,959                    | 133,356                  | 285,315             |
| Prior year adjustment              | <u>-</u>                   | <u>(107,410)</u>         | <u>(107,410)</u>    |
| <b>As restated</b>                 | 151,959                    | 25,946                   | 177,905             |
|                                    |                            |                          |                     |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>127,104</u>             | <u>46,556</u>            | <u>173,660</u>      |

**7. PRIOR YEAR ADJUSTMENT**

The accounts for the year ended 31 March 2019 had been restated due to the recognition of grant income earlier than the terms of the agreements. The Trustees believe that grant income totalling £107,410 was recognised in 2019 and earlier years but should have been recognised in 2020 and thereby matched against the associated expenditure.

The specific adjustments to the funds are included in note 12 of the accounts.

**8. TANGIBLE FIXED ASSETS**

|                       | Office<br>equipment<br>£ |
|-----------------------|--------------------------|
| <b>COST</b>           |                          |
| At 1 April 2020       | <b>9,040</b>             |
| Additions             | <u><b>2,508</b></u>      |
| At 31 March 2021      | <u><b>11,548</b></u>     |
| <b>DEPRECIATION</b>   |                          |
| At 1 April 2020       | <b>4,688</b>             |
| Charge for year       | <u><b>2,523</b></u>      |
| At 31 March 2021      | <u><b>7,211</b></u>      |
| <b>NET BOOK VALUE</b> |                          |
| At 31 March 2021      | <u><b>4,337</b></u>      |
| At 31 March 2020      | <u><b>4,352</b></u>      |

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2021          | 2020          |
|--------------------------------|---------------|---------------|
|                                | £             | £             |
| Trade debtors                  | 12,567        | 18,098        |
| Prepayments and accrued income | <u>4,979</u>  | <u>4,443</u>  |
|                                | <u>17,546</u> | <u>22,541</u> |

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                              | 2021          | 2020          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | -             | 21,678        |
| Accruals and deferred income | <u>15,835</u> | <u>36,686</u> |
|                              | <u>15,835</u> | <u>58,364</u> |

**11. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

|                            | 2021         | 2020         |
|----------------------------|--------------|--------------|
|                            | £            | £            |
| Within one year            | 3,146        | 1,984        |
| Between one and five years | <u>2,801</u> | <u>3,472</u> |
|                            | <u>5,947</u> | <u>5,456</u> |

**12. MOVEMENT IN FUNDS**

|                            | At 1.4.20      | Net movement in funds | Transfers between funds | At 31.3.21     |
|----------------------------|----------------|-----------------------|-------------------------|----------------|
|                            | £              | £                     | £                       | £              |
| <b>Unrestricted funds</b>  |                |                       |                         |                |
| General fund               | 127,104        | 11,865                | 11,916                  | 150,885        |
| <b>Restricted funds</b>    |                |                       |                         |                |
| Healthwatch England        | 15,706         | (22,249)              | 6,543                   | -              |
| NHS Cancer Alliance        | 27,970         | 9,824                 | -                       | 37,794         |
| MacMillan                  | 2,880          | 15,579                | (18,459)                | -              |
| Yorkshire Cancer Community | -              | <u>1,111</u>          | -                       | <u>1,111</u>   |
|                            | <u>46,556</u>  | <u>4,265</u>          | <u>(11,916)</u>         | <u>38,905</u>  |
| <b>TOTAL FUNDS</b>         | <u>173,660</u> | <u>16,130</u>         | <u>-</u>                | <u>189,790</u> |

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**12. MOVEMENT IN FUNDS - continued**

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

|                            | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|----------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>  |                            |                            |                           |
| General fund               | 260,666                    | (248,801)                  | 11,865                    |
| <b>Restricted funds</b>    |                            |                            |                           |
| Healthwatch England        | -                          | (22,249)                   | (22,249)                  |
| NHS Cancer Alliance        | 34,514                     | (24,690)                   | 9,824                     |
| MacMillan                  | 15,579                     | -                          | 15,579                    |
| Yorkshire Cancer Community | 10,875                     | (9,764)                    | 1,111                     |
|                            | <u>60,968</u>              | <u>(56,703)</u>            | <u>4,265</u>              |
| <b>TOTAL FUNDS</b>         | <u>321,634</u>             | <u>(305,504)</u>           | <u>16,130</u>             |

**Comparatives for movement in funds**

|                           | At 1.4.19<br>£ | Prior<br>year<br>adjustment<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.20<br>£ |
|---------------------------|----------------|----------------------------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b> |                |                                  |                                  |                                    |                    |
| General fund              | 151,959        | -                                | 1,929                            | (26,784)                           | 127,104            |
| <b>Restricted funds</b>   |                |                                  |                                  |                                    |                    |
| MCP Vanguard              | 27,916         | (27,916)                         | -                                | -                                  | -                  |
| MCP Vanguard £10k         | 10,000         | (10,000)                         | -                                | -                                  | -                  |
| NHS Mapping               | 6,000          | (6,000)                          | -                                | -                                  | -                  |
| WMDC Safeguarding         | 5,000          | (5,000)                          | -                                | -                                  | -                  |
| Healthwatch England       | 7,062          | -                                | 8,644                            | -                                  | 15,706             |
| NHS Cancer Alliance       | 15,118         | -                                | 12,852                           | -                                  | 27,970             |
| MacMillan                 | 62,260         | (58,494)                         | (27,670)                         | 26,784                             | 2,880              |
|                           | <u>133,356</u> | <u>(107,410)</u>                 | <u>(6,174)</u>                   | <u>26,784</u>                      | <u>46,556</u>      |
| <b>TOTAL FUNDS</b>        | <u>285,315</u> | <u>(107,410)</u>                 | <u>(4,245)</u>                   | <u>-</u>                           | <u>173,660</u>     |

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2021**

**12. MOVEMENT IN FUNDS - continued**

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

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 266,785                    | (264,856)                  | 1,929                     |
| <b>Restricted funds</b>   |                            |                            |                           |
| MCP Vanguard              | 27,916                     | (27,916)                   | -                         |
| MCP Vanguard £10k         | 10,000                     | (10,000)                   | -                         |
| NHS Mapping               | 6,000                      | (6,000)                    | -                         |
| Healthwatch England       | 9,068                      | (424)                      | 8,644                     |
| NHS Cancer Alliance       | 34,139                     | (21,287)                   | 12,852                    |
| MacMillan                 | <u>35,043</u>              | <u>(62,713)</u>            | <u>(27,670)</u>           |
|                           | <u>122,166</u>             | <u>(128,340)</u>           | <u>(6,174)</u>            |
| <b>TOTAL FUNDS</b>        | <u><u>388,951</u></u>      | <u><u>(393,196)</u></u>    | <u><u>(4,245)</u></u>     |

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

|                               | At 1.4.19<br>£        | Prior<br>year<br>adjustment<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.21<br>£    |
|-------------------------------|-----------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------|
| <b>Unrestricted funds</b>     |                       |                                  |                                  |                                    |                       |
| General fund                  | 151,959               | -                                | 13,794                           | (14,868)                           | 150,885               |
| <b>Restricted funds</b>       |                       |                                  |                                  |                                    |                       |
| MCP Vanguard                  | 27,916                | (27,916)                         | -                                | -                                  | -                     |
| MCP Vanguard £10k             | 10,000                | (10,000)                         | -                                | -                                  | -                     |
| NHS Mapping                   | 6,000                 | (6,000)                          | -                                | -                                  | -                     |
| WMDC Safeguarding             | 5,000                 | (5,000)                          | -                                | -                                  | -                     |
| Healthwatch England           | 7,062                 | -                                | (13,605)                         | 6,543                              | -                     |
| NHS Cancer Alliance           | 15,118                | -                                | 22,676                           | -                                  | 37,794                |
| MacMillan                     | 62,260                | (58,494)                         | (12,091)                         | 8,325                              | -                     |
| Yorkshire Cancer<br>Community | <u>-</u>              | <u>-</u>                         | <u>1,111</u>                     | <u>-</u>                           | <u>1,111</u>          |
|                               | <u>133,356</u>        | <u>(107,410)</u>                 | <u>(1,909)</u>                   | <u>14,868</u>                      | <u>38,905</u>         |
| <b>TOTAL FUNDS</b>            | <u><u>285,315</u></u> | <u><u>(107,410)</u></u>          | <u><u>11,885</u></u>             | <u><u>-</u></u>                    | <u><u>189,790</u></u> |

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**12. MOVEMENT IN FUNDS - continued**

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

|                            | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|----------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>  |                            |                            |                           |
| General fund               | 527,451                    | (513,657)                  | 13,794                    |
| <b>Restricted funds</b>    |                            |                            |                           |
| MCP Vanguard               | 27,916                     | (27,916)                   | -                         |
| MCP Vanguard £10k          | 10,000                     | (10,000)                   | -                         |
| NHS Mapping                | 6,000                      | (6,000)                    | -                         |
| Healthwatch England        | 9,068                      | (22,673)                   | (13,605)                  |
| NHS Cancer Alliance        | 68,653                     | (45,977)                   | 22,676                    |
| MacMillan                  | 50,622                     | (62,713)                   | (12,091)                  |
| Yorkshire Cancer Community | 10,875                     | (9,764)                    | 1,111                     |
|                            | <u>183,134</u>             | <u>(185,043)</u>           | <u>(1,909)</u>            |
| <b>TOTAL FUNDS</b>         | <u>710,585</u>             | <u>(698,700)</u>           | <u>11,885</u>             |

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.

**14. RESTRICTED FUNDS**

| <b>Fund Name</b>           | <b>Purpose of restriction</b>                                                                      |
|----------------------------|----------------------------------------------------------------------------------------------------|
| NHS Cancer Alliance        | Partnership bid with other local Healthwatch organisations to fund a Community Panel Co-ordinator. |
| Healthwatch England        | Development of a new Network Model for Healthwatch organisations.                                  |
| MacMillan                  | Hosting an engagement and communications post for the Yorkshire Cancer Patient Forum.              |
| MCP Vanguard               | Funding from the CCG to support evaluation of new models of care.                                  |
| MCP Vanguard £10k          | Funding to extend the MCP Vanguard work.                                                           |
| NHS Mapping                | Received towards engagement mapping work.                                                          |
| WMDC Safeguarding          | To provide support around public engagement to the safeguarding adults board.                      |
| Yorkshire Cancer Community | To provide a community engagement officer to support the charity's work.                           |

## Healthwatch Wakefield

### Detailed Statement of Financial Activities for the Year Ended 31 March 2021

|                                              | 2021<br>£      | 2020<br>£      |
|----------------------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>                 |                |                |
| <b>Charitable activities</b>                 |                |                |
| Grants                                       | 319,880        | 388,951        |
| <b>Other income</b>                          |                |                |
| Other Income                                 | 1,754          | -              |
| <b>Total incoming resources</b>              | 321,634        | 388,951        |
| <b>EXPENDITURE</b>                           |                |                |
| <b>Charitable activities</b>                 |                |                |
| Salaries, pensions and NI                    | 245,385        | 270,252        |
| Payroll charges                              | 866            | 695            |
| Staff travel and subsistence                 | 1,339          | 8,770          |
| Staff Training                               | 300            | 1,866          |
| Delivery partner fees                        | 12,845         | 38,374         |
| Freelance workers                            | 1,891          | 5,609          |
| Volunteer expenses                           | 57             | 1,286          |
| Printing, postage & stationery               | 5,464          | 8,616          |
| Phone and internet                           | 3,933          | 4,766          |
| Journals and subscriptions                   | 717            | 300            |
| Advertising and publicity                    | 3,928          | 5,185          |
| Room hire                                    | -              | 805            |
| IT Support                                   | 5,104          | 8,533          |
| Repairs and renewals                         | 220            | 1,108          |
| Bank charges                                 | 160            | 190            |
| Insurance                                    | 1,758          | 1,575          |
| Bookkeeping and accountancy                  | 1,752          | 2,507          |
| Independent examination                      | 3,120          | 2,100          |
| Back office functions                        | -              | 117            |
| Rent, service charges and storage facilities | 12,557         | 26,040         |
| Governance                                   | 52             | 320            |
| Recruitment                                  | 320            | 423            |
| Professional fees                            | 559            | 112            |
| Small grant expenditure                      | -              | 1,385          |
| Sundry expenses                              | 280            | -              |
| Depreciation of office equipment             | 2,523          | 2,262          |
| Interest re PAYE/NIC                         | 374            | -              |
|                                              | <u>305,504</u> | <u>393,196</u> |
| Total resources expended                     | 305,504        | 393,196        |
| <b>Net income/(expenditure)</b>              | <u>16,130</u>  | <u>(4,245)</u> |

This page does not form part of the statutory financial statements