

# FINANCE & RESOURCES COMMITTEE

20<sup>th</sup> November 2003

## DRAFT AGENDA Open to Members of the Public

**1 Apologies for Absence** Verbal

**2 Approval of Agenda** Verbal

### Resolution

The Committee is invited to adopt the following:

“The Committee hereby resolves that the next part of the meeting shall be held in private because publicity would be prejudicial to the public interest, by reason of the confidential nature of the business transacted.”

**3 Approval of Minutes of the Meeting held on 23<sup>rd</sup> September '03** Enclosure 1  
From Secretary to the Committee Paper HPC/FRC1/12

**4 Matters arising (not otherwise dealt with elsewhere)** Verbal  
From Secretary to the Committee

### ITEMS FOR DISCUSSION/DECISION

**5 Chairmanship of the Committee** Verbal  
From Secretary to the Committee

**6 Budget (version 5) for the year ending 31<sup>st</sup> March 2004** Enclosure 2  
From Secretary to the Committee Paper HPC/FRC2/12

**7 Expenses Policy** Enclosure 3  
From Secretary to the Committee Paper HPC/FRC3/12

**8 Reduced Fees for New Registrants** Enclosure 4  
From Secretary to the Committee Paper HPC/FRC4/12

**9 Human Resources – Staff Handbook** Enclosure 5  
From Secretary to the Committee Paper HPC/FRC5/12

**10 Risk Assessment** Enclosure 6  
From Chief Executive Paper HPC/FRC6/12

### ITEMS TO NOTE

**11 Audit Committee Meeting 20<sup>th</sup> November 2003** Verbal  
From Chairman of the Audit Committee

**12 Management Accounts for the 6 months ended 30<sup>th</sup> September** Enclosure 7  
From Secretary to the Committee Paper HPC/FRC7/12

**13 Management Accounts for the 7 months ended 31<sup>st</sup> October '03** Enclosure 8  
From Secretary to the Committee Paper HPC/FRC8/12

**14 Information and IT Matters Report** Enclosure 9  
From Director of Information Paper HPC/FRC9/12

**15 Committee Meeting Dates for 2004/5** Enclosure 10  
From Secretary to the Committee Paper HPC/FRC10/12

**16 Any Other Business**

**17 Date and Time of Next Meeting**  
Thursday 12<sup>th</sup> February 2004 at 11 a.m.