# Finance and Resources Committee 21 June 2011

## Actions list

## Executive summary and recommendations

Attached is an actions list as agreed at the last public meeting of this committee.

**Decision**

The Committee is requested to note the document. No decision is required.

**Background information**

Please refer to individual papers and minutes for the background to decisions.

**Resource implications**

None

**Financial implications**

None.

**Appendices**

None.

**Date of paper**

23 April 2011

| Date | Ver. | Dept/Cmte | Doc Type | Title | Status | Int. Aud. |
|------|------|-----------|----------|-------|--------|-----------|
| 2011-03-23 | a | F&R | PPR | Executive summary action points list public meeting Finance and Resources Committee 28 April 2011 | Final<br>DD: None | Public<br>RD: None |

**Action points**

**Finance and Resources Committee - Public meeting**

**17 March 2011**

| | Action point (and location in the minutes) | For the attention of | Action by | Comments |
|---|---|---|---|---|
| 1 | Internal audit report on financial systems:<br><br>Committee agreed that the report should be presented to its next meeting.<br><br>(11.2) | GB | 28 April 2011 | Actioned. See paper on agenda for today's meeting. |
| 2 | Draft budget 2011-12:<br><br>Committee agreed to recommend the draft budget to the Council.<br><br>(11.8) | GB | 31 March 2011 | Actioned.<br><br>The budget was approved by the Council on 31 March 2011. |
| 3 | Financial reserves policy:<br><br>Committee agreed to recommend to the Council that the reserves policy should be amended to that it required the reserves level to be a minimum of three average months' budgeted operating expenditure (i.e. the wording of paragraph 2.1 of the policy).<br><br>(12.3) | GB | 31 March 2011 | Actioned.<br><br>The recommended amendments to the policy were approved by the Council on 31 March 2011. |
| 4 | Financial reserves policy:<br><br>Committee agreed that the policy should be reviewed annually.<br><br>(12.4) | GB | March 2012 | |
| 5 | Finance department workplan:<br><br>Committee approved the workplan.<br><br>(13.3) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |

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| 6 | Human Resources workplan:<br><br>Committee approved the workplan.<br><br>(14.5) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 7 | Information Technology workplan:<br><br>Committee approved the workplan.<br><br>(15.4) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 8 | Registration department workplan:<br><br>Committee approved the workplan.<br><br>(16.4) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 9 | Projects workplan:<br><br>Committee approved the workplan.<br><br>(17.4) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 10 | Business Process Improvement workplan:<br><br>Committee approved the workplan.<br><br>(18.4) | Council to consider workplan | 12 May 2011 | Actioned. The workplan was approved by the Council on 12 May 2011. |
| 11 | Project assessment:<br><br>Committee agreed that the Executive should prepare a paper for the next meeting on how projects were assessed and how equality and diversity impact assessments would be conducted.<br><br>(18.6) | GR-S | 28 April 2011 | Actioned. See paper on agenda for today's meeting. |
| 12 | Social media policy for employees:<br><br>Committee approved the policy.<br><br>(20.3) | TH | 28 April 2011 | Actioned. The policy was approved by the Council on 12 May 2011. |