

Engage Finance & Personnel Meeting

Minutes

Monday 22nd May 2017 @ 1630

Drayton Old Lodge, Norwich NR8 6AN

Attendees			
Mark Winson-Pearce	(MWP)	Des Reynolds	(DR)
		Gill Wardlow	(GW)
Phil Harris	(PH)	Clive Evans	(CE)
		Andriana Sneddon -	TA/ Clerk
Meeting commenced at 1630			

No	Item	Action
1.0	Apologies and Absence	
1.1	Apologies received and accepted from Barbara Johnson	
1.2		
2.0	Declarations of Interest	
2.1	Standing declarations for PH and DR previously noted; no impact on agenda items.	
3.0	Previous Minutes	
3.1	The Minutes of Trust Audit, Risk and Personnel Committee meeting, 24/4/17 were accepted as a true and accurate record of the meeting and signed off by the Chair.	
3.2	Confidential Minutes of 24/4/17 were distributed to those present at previous meeting, accepted as a true and accurate record and signed off by Chair; sealed by the Clerk.	
3.3	Update on previous actions as follows: 1. Letter now sent to Lord Nash , attached, outlining impact lack of funding has	

	<p>on financial viability of ET;</p> <ol style="list-style-type: none"> 2. KPI/KRI availability for Board 3. Update CONFIDENTIAL MINUTE. 	TA
4.0	P8 Figs- April 17 Review Internal Audit Services	
4.1	<p>P8 Figs-GW summarised areas to consider in Monitoring Summary and management accounts and highlighted points of note as follows;</p> <ol style="list-style-type: none"> 1. Significant reduction in expenditure across all three MAT parts- evidence of positive impact of recovery plan, spending freeze and budget revision. 1. MWP queried change in cash flow from previous month; GW advised that expenditure April had been higher than expected and that Vocational Centre first quarterly payment £36k would be payable as soon as contract agreed. Action; More focus on expenditure 2. MWP sought confirmation that cash flow deficit £88k would be cleared end of year; GW advised that salaries rise in April due to majority redundancy payments and expectation that May, June and July salaries may be less than budgeted as estimated costs 3. Directors queried DBS bungalow situation; DR advised currently drying out following flooding- this covered by insurance. Originally planned to become training centre for EES but due to significant income drop, this plan will be revisited. 4. MWP queried debtors; GW advised none of significant sums 	<p>CHALLENGE DR/GW CHALLENGE CHALLENGE DR CHALLENGE</p>
4.2	<p>Review internal audit service provided by SBM Services.</p> <p>Following recommendation from DR and GW to remain with current providers, MWP queried;</p> <ul style="list-style-type: none"> • Related party issues; GW confirmed not • Ideal length of service provision- after some discussion Directors agreed a length of 5 years; review May 2018 <p>CE proposed continuation with SBM Services as providers of Internal Audit Service for next year, seconded by PH and unanimously accepted.</p>	<p>CHALLENGE GW</p>
5.0	Trust Development	
5.1	Financial Position- see CONFIDENTIAL MINUTE	
5.2	NCC Commissions- see CONFIDENTIAL MINUTE	
5.3	Locksley Vocational Centre- see CONFIDENTIAL MINUTE	
6.0	Risk Registers	
6.1	After review, Directors had no adjustments to make.	TA
6.2	PH requested addition Vocational Centre- c/f next meeting	TA

7.0	Policies	
7.1	Policies for approval as follows; 1. Esafety-revised with addition of Password Protection protocol. Proposed for acceptance by PH, seconded by CE and unanimously ratified. TA to update website.	TA
8.0	Support Staff Salary Increments	
8.1	See CONFIDENTIAL MINUTE	TA
9.0	Confidential Items	
9.1	See CONFIDENTIAL MINUTE.	
10.0	AOB	
10.1	Meeting dates alterations as follows; 28/6/17 CANCELLED New date 19/6/17 at 4.30pm 17/7/17 CANCELLED 24/7/17 CANCELLED New date 20/7/17 at 4.30pm	ALL
Next meeting: 19/6/17 4.30pm at Drayton Office		
Meeting closed at 1845		

Signed.....

Position.....

Date.....