

Engage Finance & Personnel Meeting

Minutes

Monday 24th April 2017 @ 1630

Drayton Old Lodge, Norwich NR8 6AN

Attendees

Mark Winson-Pearce (MWP)	Des Reynolds (DR)	Gill Wardlow (GW)
Phil Harris (PH)	Barbara Johnson (BJ)	Clive Evans (CE)
		Andriana Sneddon - TA/ Clerk

Meeting commenced at 1630

No	Item	Action
----	------	--------

1.0	Apologies and Absence	
1.1 1.2	No Apologies or Absences- full attendance	
2.0	Declarations of Interest	
	Standing declarations for PH and DR previously noted; no impact on agenda items.	
3.0	Previous Minutes	
3.1 3.2	<p>The Minutes of Trust Audit, Risk and Personnel Committee meeting, 27/2/17 were accepted as a true and accurate record of the meeting and signed off by the Chair.</p> <p>Confidential Minutes of 27/2/17 were distributed to those present at previous meeting, accepted as a true and accurate record and signed off by Chair; sealed by the Clerk.</p>	

3.3	<p>Update on previous actions as follows:</p> <ol style="list-style-type: none"> 1. ET RR Directors requested a written plan should either DR or GW not attend work- PH has compiled plan for absence DR, see point 6 below. 2. MWP to draft letter of concern to Lord Nash outlining impact lack of funding has on financial viability of ET; draft available for review. 3. KPI/KRI availability for Board 4. Waiting list management has commenced managed by current staff. 5. First assessment centre initiated- Lodestar. Buildings located but needing adjustments, awaiting LA approval. Staff recruitment commencing. 6. Meeting with RSC attended by DR and PH- PH to produce report for Board. Likelihood attendance at Board meeting tbc 7. Update CONFIDENTIAL MINUTE. 	<p>DR/MWP TA DR PH</p>
4.0	<p>P6 Figs- Feb 17 P7 Figs- Mar 17</p>	
4.1 4.2	<p>GW advised P6 Figs available for information only</p> <p>P7 Figs-GW summarised areas to consider in Monitoring Summary and documents and invited queries as follows;</p> <ol style="list-style-type: none"> 1. BJ sought clarification that management accounts are full year forecast-GW advised that figures are generated by financial system which assumes same expenditure each month 2. MWP sought clarification that accounts presented included budget revision- GW confirmed that they did 3. CE queried why agency staff figure high- GW advised majority of this used to cover staff vacancies, all other agency expenditure frozen 4. CONFIDENTIAL MINUTE updated. <p>Debtors report to be reviewed next meeting</p>	<p>CHALLENGE CHALLENGE CHALLENGE</p>
5.0	<p>Trust Development</p>	
5.1 5.2 5.3	<p>Financial Position- see CONFIDENTIAL MINUTE</p> <p>NCC Commissions- see CONFIDENTIAL MINUTE</p> <p>Locksley Vocational Centre- see CONFIDENTIAL MINUTE</p>	
6.0	<p>Risk Registers</p>	
6.1	<p>After review, Directors had no adjustments to make.</p> <p>ET O01- PH had produced CEO Continuity plan-PH to ensure actions executed and ongoing monitoring.</p>	<p>PH</p>
7.0	<p>Policies</p>	
7.1	<p>Policies for approval as follows;</p>	

	<ol style="list-style-type: none"> 1. Visitor- bi annual update, no changes. Proposed for acceptance by MWP, seconded by CE and unanimously approved. Load to website 2. Parental Complaints- adjusted at P6 at request EfA. Proposed for acceptance by BJ, seconded by PH and unanimously approved. Load to website 3. Improving attendance and Ill health management- adjusted at p11 notification timescale changed. Proposed by BJ, seconded by MWP and unanimously approved. Load to website 4. Recruitment and Selection Process- BJ noted inclusion of DOB on application forms- TA to adjust and confirm. Subject to amendment, process proposed for acceptance by BJ, seconded by CE and unanimously approved. Subsequent to meeting, TA confirmed with Ops team that DOB removed from all application forms. 5. Esafety-PH queried who would review annual summary report – Directors requested that this be reviewed at LGB and summary to Board via Link Director. PH requested addition of Password Protection protocol- PH to provide; revert policy next ARP. 	<p style="text-align: right;">TA</p> <p style="text-align: right;">TA</p> <p style="text-align: right;">TA</p> <p style="text-align: right;">TA</p> <p style="text-align: right;">PH</p>
8.0	Support Staff Salary Increments	
8.1	TA advised recommended increments would be distributed for approval for reversion for Director approval next ARP. Salary increments awarded from July 2017.	TA
9.0	Confidential Items	
9.1	See CONFIDENTIAL MINUTE.	
10.0	AOB	
10.1	There was none	
Next meeting: 22/5/17 4.30pm at Drayton Office		
Meeting closed at 1815		

Signed.....

Position.....

Date.....