

<b>Date of Finance and Staffing PFH meeting</b>	<b>Agenda Item</b>	<b>Responsible Officer</b>
<b>2009</b>		
7 July	Rollovers Report  Pay Award 2009 – 2010	Peter Harris  Susan Gardner Craig
11 August	Financial Position (Apr – Jul) (SMT)  Revenue Collection Performance Q1  Sickness Absence (Q1) (EMT)  Leavers (Q1) (EMT)  Relocation Policy	Adrian Burns  Lee Phanco  Susan Gardner Craig Susan Gardner Craig Susan Gardner Craig
8 September	Integrated Business Monitoring (Apr – Jul) and Financial Update (Apr – Aug) (SMT / Cabinet) Treasury Management Update (Cabinet) Staff Satisfaction Survey (SMT)  Workforce Plan Annual Review (Cabinet)	Adrian Burns  Adrian Burns  Susan Gardner Craig Susan Gardner Craig
October	Rural Settlement List  Revenue Collection Performance Q2  Financial Position (Apr – Sep) (SMT)	Lee Phanco  Lee Phanco  Adrian Burns
November	Integrated Business Monitoring (Apr – Sep) and Financial Update (Apr – Oct) (SMT / Cabinet) Sickness Absence (Q2) (EMT)  Leavers (Q2) (EMT)	Adrian Burns  Susan Gardner Craig Susan Gardner Craig
December	Financial Position (Apr – Nov) (SMT)  Car Leases	Adrian Burns  Susan Gardner Craig

2010		
January	Revenue Collection Performance Q3  Financial Position (Apr – Dec) (SMT)  Revenue and Capital Estimates (Cabinet) Review of all fees and charges for this Portfolio	Lee Phanco  Adrian Burns  Adrian Burns  Lee Phanco / Catriona Dunnett / Sid Webb
February	Integrated Business Monitoring (Apr – Dec) and Financial Update (Apr – Jan) (Cabinet) Sickness Absence (Q3) (EMT)  Leavers (Q3) (EMT)	Adrian Burns  Susan Gardner Craig Susan Gardner Craig
March	Treasury Management Update (Cabinet) Finance and Support Services service plan (SMT)  Financial Position (Apr – Feb) (SMT)	Adrian Burns  Lee Phanco  Adrian Burns
April	Revenue Collection Performance Q4  Financial Position (Apr – Mar) (SMT)	Lee Phanco  Adrian Burns
May	Sickness Absence (Q4) (EMT)  Leavers (Q4) (EMT)	Susan Gardner Craig Susan Gardner Craig