

Date of Finance and Staffing PFH meeting	Agenda Item	Responsible Officer
2009		
16 December	Integrated Business Monitoring (Apr – Sep) and Financial Update (Apr – Sept)	Adrian Burns
	Capital & Revenue Estimates (Apr – Nov)	Adrian Burns
	Staff Satisfaction Survey	Susan Gardner Craig
2010		
20 January	Financial Position (Apr – Dec) (SMT)	Adrian Burns
	Revenue and Capital Estimates (Cabinet)	Adrian Burns
	Review of all fees and charges for this Portfolio	Alex Colyer / Principal Solicitor/ Sid Webb
17 February	Integrated Business Monitoring (Apr – Dec) and Financial Update (Apr – Jan) (Cabinet)	Adrian Burns
	Revenue Collection Performance Q3	Alex Colyer
	Sickness Absence (Q3) (EMT)	Susan Gardner Craig
	Leavers (Q3) (EMT)	Susan Gardner Craig
17 March	Treasury Management Update (Cabinet)	Adrian Burns
	Finance and Support Services service plan (SMT)	Alex Colyer
	Financial Position (Apr – Feb) (SMT)	Adrian Burns
14 April	Financial Position (Apr – Mar) (SMT)	Adrian Burns
May	Revenue Collection Performance Q4	Alex Colyer
	Sickness Absence (Q4) (EMT)	Susan Gardner Craig
	Leavers (Q4) (EMT)	Susan Gardner Craig
Unscheduled items	Car Leases	Susan Gardner Craig