

<b>Date of Finance and Staffing PFH meeting</b>	<b>Agenda Item</b>	<b>Responsible Officer</b>
<b>2009</b>		
June	Integrated Business Monitoring 2008/09	Adrian Burns
July	Rollovers Report Financial Position (Apr – Jun)  Revenue Collection Performance 2008/09 Revenue Collection Performance Q1	Peter Harris Adrian Burns  Lee Phanco Lee Phanco
August	Financial Position (Apr – Jul) Comprehensive Equalities Policy 2009-2012	Adrian Burns Paul Williams
September	Integrated Business Monitoring (Apr – Jul) and Financial Update (Apr – Aug) Treasury Management Update Staff Satisfaction Survey  Workforce Plan	Adrian Burns Adrian Burns Susan Gardner Craig Susan Gardner Craig
October	Rural Settlement List Revenue Collection Performance Q2 Financial Position (Apr – Sep)	Lee Phanco Lee Phanco Adrian Burns
November	Integrated Business Monitoring (Apr – Sep) and Financial Update (Apr – Oct)	Adrian Burns
December	Financial Position (Apr – Nov)	Adrian Burns
<b>2010</b>		
January	Revenue Collection Performance Q3 Financial Position (Apr – Dec) Revenue and Capital Estimates  Review of all fees and charges for this Portfolio	Lee Phanco Adrian Burns Adrian Burns  Lee Phanco / Catriona / Sid Webb
February	Integrated Business Monitoring (Apr – Dec) and Financial Update (Apr – Jan)	Adrian Burns
March	Treasury Management Update  Finance and Support Services service plan Financial Position (Apr – Feb)	Adrian Burns  Lee Phanco Adrian Burns
April	Revenue Collection Performance Q4	Lee Phanco

	Financial Position (Apr – Mar)	Adrian Burns
May		

### **Outstanding Items**

- Car leases / Travel for work
- Pay award 2009/2010
- Relocation Policy
- Tree Warden Scheme