

<b>Date of Finance and Staffing PFH meeting</b>	<b>Agenda Item</b>	<b>Responsible Officer</b>
<b>2009</b>		
25 August	Financial Position (Apr – Jul) (SMT) Revenue Collection Performance Q1 Sickness Absence (Q1) (EMT) Leavers (Q1) (EMT) Relocation Policy	Adrian Burns Phil Bird 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)	Phil Bird Phil Bird 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
<b>2010</b>		
January	Revenue Collection Performance Q3 Financial Position (Apr – Dec) (SMT)	Phil Bird Adrian Burns

	Revenue and Capital Estimates (Cabinet) Review of all fees and charges for this Portfolio	Adrian Burns  Phil Bird / Principal Solicitor/ 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  Phil Bird  Adrian Burns
April	Revenue Collection Performance Q4  Financial Position (Apr – Mar) (SMT)	Phil Bird  Adrian Burns
May	Sickness Absence (Q4) (EMT)  Leavers (Q4) (EMT)	Susan Gardner Craig Susan Gardner Craig