

Action	Owner	Target date	Progress	Feedback / Comments
A query was raised regarding an outstanding payment from TLF on their loan (action from previous meeting). Members asked why the delay in sending the last Invoice.	SM	26-Jun-13	C	The payment due from TLF was in fact raised in the appropriate year in accordance with the accounting policy. The debt was set up on recurring billing and this will only accommodate regular even payments and can't calculate a balancing item. This was therefore required to be actioned manually. As a matter of course this would have been picked up through closing the code for year end thus ensuring that the bill was indeed raised in the correct accounting year. Systems are being put in place though to ensure that these items are picked up earlier in future rather than at year end to ensure invoices are raised in a timely manner.
Item 8 regarding the assurance statement, members commented on staffing numbers.	SM	26-Jun-13	C	The Council currently has 475.5 FTEs(excluding EKS staff) which is considered sufficient to ensure the delivery of the Council's objectives. Training needs are identified as part of the appraisal process and actioned accordingly to ensure that staff have the appropriate skills to do their jobs. Staffing levels and skills are reviewed on a regular basis as part of the Council's ongoing financial planning

Action	Owner	Target date	Progress	Feedback / Comments
Anti-Fraud & Corruption and Anti-bribery policies- 'No Members will <u>engage</u> a third party who is looking to promote a cause without an officer being present'.Members asked for clarification re the word 'engage'.	SM/HP	26-Jun-13	C	Rather than use the word 'engage' the following wording clearly addresses the issue: 'Unless an officer is also present, no Member will meet with a third party to discuss the acquisition of goods and services by or on behalf of the Council including the terms on which such goods and services are to be acquired; the acquisition or disposal by the Council of land or an interest in land including the terms on which such land or interest in land is to be acquired or disposed of; the actual or proposed development or redevelopment of Council owned land including the terms on which such land may be developed or redeveloped; the securing of planning obligations or other community benefits arising out of or in connection with a planning application under consideration by the Council; the award by the Council of financial assistance of any kind whether by way of grant, pledge, indemnity or loan (whether secured or unsecured). This has been published to the website.
In respect of Item 17 on the agenda- Procedures for Dealing with TDC Artefacts, Members asked that a Museum's Procedures paper be brought to the next meeting.	JW	26-Jun-13	IP	Janice agreed to bring a paper to the next meeting on Museum Procedures.
In respect of Item 17 on the agenda- Procedures for Dealing with TDC Artefacts, Members agreed that this item be covered by 'Overview & Scrutiny'	SG	23-Apr-13	C	On agenda for Overview and Scrutiny Panel 23 April 2013.

Key:

Sue Glover
Sarah Martin
Harvey Patterson
Nikki Morris
Janice Wason

C Completed
IP In progress
O Ongoing