

## Finance Committee – Outstanding Actions

Item	Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	21 Feb 2017, Item 14	<p><u>Revenue and Budget Monitoring to December 2016</u></p> <p>The Chamberlain informed Members that Appendix Two to the report should have included information regarding the current forecasted spending in each budget area. He agreed to provide this information following the meeting.</p>	Chamberlain	Completed	This information was circulated to Members on 11 April.
2.	31 Jan 2017, Item 7	<p><u>Appointment of Chairmen of Sub-Committees</u></p> <p>Members request further clarification regarding the resolution from Policy and Resources Committee about the appointment of Sub-Committee Chairmen</p>	Town Clerk	Completed	A further report on this matter was considered by the Policy and Resources Committee in March 2017. A resolution from the Policy and Resources Committee is included within the agenda.
3.	31 Jan 2017, Item 9	<p><u>Electoral Services Team Budget</u></p> <p>The Town Clerk to provide information of the outturn position of the Electoral Services Team budget, including information of the spend against budgets over a four year period.</p>	Town Clerk	June 2017	Information regarding this will be provided within the Budget Outturn report, which will be submitted to the Committee in June 2017.
4.	31 Jan 2017, Item 12	<p><u>Corporate Purchase Cards</u></p> <p>A report to be provided in one year's time to provide an update on progress with reducing the number of rarely-used Purchase Cards and in reducing the use of purchase cards for expenses.</p>	Chamberlain	January 2018	A report will be provided in January 2018.

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5.	31 Jan 2017, Item 16	<u>Disaster Relief Donations</u> Members requested to be provided with updates regarding disaster relief donations which have been agreed by the Committee.	Town Clerk	Ongoing	An update regarding the DEC's Yemen Appeal was circulated with the agenda. Future updates will be circulated in the same manner.
6.	13 Dec 2016, Item 13	<u>IT Strategy</u> Members were advised that the IT Strategies for the Corporation and the Police will be considered by the Finance Committee in May 2017.	Chamberlain	May 2017	A. report regarding this is included within the agenda.
7.	13 Dec 2016, Item 14	<u>Members Financial Loss Allowance Scheme</u> Members commented that it may be appropriate to review the Scheme after the Common Council elections, to ensure that it remains fit for purpose.	Town Clerk	May 2017	A resolution on this matter is to be submitted to the Policy and Resources Committee on 4 May 2017.
8.	13 Dec 2016, Item 15	<u>Christmas donations</u> A report to be submitted to explain how it will be possible to make such grants in future years.	Chief Grants Officer	July 2017	A report on this issue was be considered by the Finance Grants Oversight and Performance Sub-Committee in February 2017. A further report will be considered at the Sub-Committee's next meeting.
9.	15 Nov 2016, Item 9	<u>Financial Statements</u> The Chamberlain to review whether it is advisable to include more information in relation to operational risk within the Financial Statements.	Deputy Chamberlain	June 2017	This will be considered as part of the development of the Financial Statements for the City Fund Accounts for 2016/17.
10.	15 Nov 2016, Item 15	<u>Central Contingencies</u> The Committee to consider the appropriate level for the Committee's Contingencies.	Chamberlain	May 2017	A report regarding the Central Contingencies is included within this agenda.

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11.	18 Oct 2016, Item 11	<u>Chamberlain's Departmental Business Plan – KPI for Information Technology</u> The Chamberlain to replace the existing IT KPI with a revised KPI which will provide a more accurate measure of performance.	Chamberlain	May 2017	The revised KPIs are included within the Chamberlain's Departmental Business plan for 2017/18, which is included within this agenda.