

FINANCE AND SCRUTINY COMMITTEE | DRAFT SUMMARY MINUTES

23 February 2022

Via zoom.

Present: Cllr Graham Ford- chair, Cllr Peter Davey, vice chair – finance, Cllr Tony Howard , Cllr John Plant, Cllr Duncan Wright

Also present: Jonathan Owen, chief executive; Steve Walker, head of finance & administration; Justin Griggs, head of policy and communications (part); Jane Moore, head of member services (part); Claire Fitzgerald, administration manager (part); Farhana Miah, committees' officer (part); Lisa Stockdale, IT project manager.

1. Apologies, none

2. Vice chair post

Consideration was given to appointing a vice-chair for the committee. It was accepted that since there is representation from both the chairman and the vice chair (finance) this role could be left open for the time being as has been the case in recent periods.

3. **Minutes**

The members noted some minor typos and confirmed the minutes for the meetings of the committee held on 1 December and 9 December 2021.

Under matters arising, the chief executive clarified the position in respect to filling vacant positions which is being done through national I assembly, and co-options which are for individual committees to consider. It was agreed unanimously that the committee has special responsibilities which may not make it appropriate to co-opt at this time.

RESOLVED: The minutes be agreed.

4. **Management accounts**

The head of finance & administration identified items of specific note for comment. There is a surplus against budget for the nine months, which continues to include some gain against staffing due to, vacancies, maternity, and lack of conclusion with the national pay agreement. Gains also accrue from continued remote meetings

and reduced promotional activity. This trend should continue to the year end, and at least maintaining this surplus level. The head of finance and administration explained how the timings of affiliation fees affect the VAT recovery ratio during the year.

The head of policy & communications reported that events have been successful this year and are ahead of budget. There have been over 3,000 delegates to events during the year which helps to raise the profile with commercial partners.

The head of members services reported that there are some changes within the team to administer LCAS triage. This frees some time in finance and administration. Member services are also looking at the website, including design, but no financial commitments have been made so far. There are two peer review challenges being discussed with LGA who would fund it, making it cost neutral for member services.

Members noted that operation expenses are within expectations.

5. Bank matters

Balances held at 11.02.21

Coop £104,097

CCLA £455,964

Total £560,061

This compares to £493,634 at the same point last year.

RESOLVED: Report to be received

6. County association debtors

There is one county which has not paid the final instalment. There have been a number of issues this year which have been exacerbated by changed working practices due to the pandemic, but other matters are now resolved despite some last-minute updates from some counties.

Resolved: Report be received

7. Updates from other committees

None

8. Risk register

No matters.

RESOLVED: Report be received

9. GDPR

No breaches or near misses to report. Noted it will be necessary to reconsider processes and impact on GDPR once IT changes are complete.

RESOLVED: Report be received.

10. Update on IT and website projects

The project manager presented a report explaining the process and timings for the IT upgrade to 365 cloud. This had included a starting point with 76 users/mailboxes and a shared file system which contained 289,000 files in 490,000 folders. The tenancy began in the period June to August with configuration and the file system being transferred to enable testing.

Consultations and switch overs took place and the first user migrated in mid-October with the last in Mid-December. The final stage of migration and switching off the hybrid setup was completed in January. There are number of next steps, including switching the accounts system; training to make full use of features; future communication systems; data protection review and cyber security review.

11. Date of time of next meeting

4 July 2022

@ NALC 2022