

## **FINANCE AND SCRUTINY COMMITTEE | AGENDA**

Date: 12 March 2024

Time: 10.00 - 12.00

Location: Zoom (will be opened from 09:45)

### **1. Apologies for absence**

- 1.1. That apologies are noted.

### **DECISION ITEMS**

#### **2. Minutes of the previous meeting and matters arising [10.00 - 10.05]**

- 2.1. To approve the minutes of the meeting held on 30 January 2024 and to note any matters arising not covered elsewhere on the agenda. (Appendix 2.1 – previously issued)

NB: If members have any comments on the accuracy of the draft minutes, please contact Claire FitzGerald at [nalccommittees@nalc.gov.uk](mailto:nalccommittees@nalc.gov.uk) before the meeting.

#### **3. Management accounts [10.05 - 10.35]**

- 3.1. To receive a note from the head of finance and administration on the accounts including this time the latest cash position. (Appendix 3.1)
- 3.2. To receive the draft quarterly financial summary to 31 December 2023 and the latest year-end forecast taking account of known trends, including payroll up to the end of February 24 for reporting to national assembly. (Appendix 3.2)
- 3.3. To note any significant spending approvals, plans and income updates from heads of service. (Verbal update)
  - 3.3.1. Annual Insurance renewal – effective 1 April 2024
  - 3.3.2. Office contract at Bloomsbury – effective 1 May 2024
  - 3.3.3. Local councils explained – timescales to be finalised

#### **4. Cashflow [10.35 - 10.40]**

- 4.1. To receive the latest cash flow projection to 30 June 2024. (Appendix 4.1)

## **5. County association debtors [10.40- 10.55]**

- 5.1. To receive an update on county association debtors from the head of finance and administration. (Verbal update)
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## **Break [10.55- 11.10]**

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## **DISCUSSION ITEMS**

### **6. Scrutiny role [11.10- 11.40]**

- 6.1. To receive a proposal for the role of scrutiny by the committee and identify scrutiny and other items to include in the work programme (Appendix 6.1 – previously issued)

### **7. Accounts reporting proposal [11.40 – 12.10]**

- 7.1. To receive a proposal to the structure of accounts reporting moving forward from the new financial year. (Appendix 7.1)

### **8. Work programme for 2024/26 [12.10- 12.55]**

- 8.1. To agree a work programme for 2024/25 to include a review of corporate governance docs (Appendix 8.1)

- 8.1.1. To review the NALC expenses policy (see appendix 8.1.1) and refer to <https://www.nalc.gov.uk/library/members-library/corporate-information-and-members-handbook/1416-9-nalc-members-expense-policy/file>

- 8.2. GDPR breach log (Appendix 8.2)

- 8.3. Risk register

- 8.4. HR policies (Appendix 8.4)

- 8.5. To agree a range of external speakers and invite them to upcoming meetings of the committee.

### **9. Date and time of next meeting**

- 9.1. To note the next meeting of the Finance and Scrutiny Committee will be held on 11 June 2024 via zoom.