

FINANCE AND SCRUTINY COMMITTEE | DRAFT MINUTES

30 January 2024

Venue: the Bloomsbury Building, 10 Bloomsbury Way, Holborn, London, WC1A 2SL.

Present: Cllr Peter Davey, vice chair (finance) and Chair of the Committee; Cllr Duncan Wright, Cllr Ian Cowling, Cllr Mike Scott, Cllr Alan Neal.

In Attendance: Jonathan Owen, chief executive (for part); Steve Walker, head of finance & administration; Charlotte Eisenhart, head of member services (for part); Claire FitzGerald, administration manager.

1. Apologies:

No apologies were received.

2. Minutes of previous meeting

The draft minutes of the meetings held on 14 November 2023 and 12 December 2023 were considered and all members of the committee agreed with them.

Resolved: That the minutes of the meetings held on 14 November 2023 and 12 December 2023 be agreed.

3. Accounts

It was reported that affiliation fees were still being finalised for two county associations. It was understood that internal issues had given problems at one and at the other assistance had been received from the national assembly representative to enable contact. Work continues to reach resolution.

In discussion it was noted that issues at county level could be a risk factor if good service is not provided. It might be appropriate for CALCs to be written to and reminded the importance for paying promptly.

Resolved: That the report be noted

4. Scrutiny role

The committee considered how it could develop its scrutiny role and considered a PowerPoint setting out options from the chief executive. The chief executive was invited to set out an approach incorporating the comments of the committee which

are attached and will be discussed further. There was general support for retaining a single finance and scrutiny committee rather than setting up a new panel.

Resolved: That officers will consider the suggestions and provide proposals for consideration

5. Accounts reporting workshop

The head of finance outlined aspects of the accounting system which raised possibilities for development of the systems including the purchases process and more specific authorisation limits for budget holders.

Suggestions were made for changes to the reports provided which the officers will consider and report back.

Resolved: Officers will consider the suggestions and report back at the next meeting.

6. Work programme for 2024/26

The committee considered the following areas and agreed a programme as follows:

- a) Work programme (To identify scrutiny and other items to include in the work programme)

Further discussions will be held at the upcoming meeting

- b) External audit.

Milton Avis are contracted to provide the external audit service until 2024/25 and it is therefore suggested that this contract is put out to tender in summer 2025.

- c) Investment policy

Further discussions will be held at the upcoming meeting

- d) External speakers

Further consideration to be given to inviting external speakers to upcoming meetings of the committee

The committee also agreed to the following review of governance documentation:

- The Members' expenses policy be reviewed at the meeting to be held on 12 March 2024

- NALC Financial regulations and NALC committee terms of reference be reviewed at the meeting to be held 10 September 2024
- NALC Pensions Explained, NALC constitution and NALC standing orders be reviewed in 2025

Resolved: That the work programme be agreed

7. Date of time of next meeting

Resolved: That the next meeting of the committee be held on 12 March 2024 via Zoom.

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