

Finance and Risk – Actions Tracker

Meeting(s)	Minute	Action	Lead Responsibility	Progress	Due Now	In Future
Matters Arising						
17 May 2017	Item 4.5	EPOS Dashboard MM to put together a timeline for the progress of the EPOS Dashboard Implementation	Head of Finance & Resources	2 Drafts of the Dashboard assessed		12 th June 2018 meeting.
17 May 2017	Item 13.8	Capital Investment Plan Collation of new opportunities for investment to be taken to Leadership Team for discussion in order to develop a draft Capital Investment Plan to be brought to June meeting.	Head of Finance & Resources			Progress report to be brought to 12 th June 2018 meeting.
14 June 2017	Item 5.2	Sponsorship Working Group An update on the progress of the S&S manager to be given on 12 th June F&R meeting	Deputy President (Finance & Services)	S&S Manager recruited	.	12 th June 2018 meeting.
11 October 2017	Item 12	Bank Account Closure EB to give verbal update on Bank account closure next meeting	Finance Manager			12 th June 2018 meeting.

11 October 2017	Item 18	Designated Fund Provision TBH/ MB to research and review the use of the fund and improvements that can be made to have the highest impact on CSPs.	Deputy President (Clubs & Societies)/ Deputy President (Finance & Services)			Report to be brought to the 12 th June 2018 meeting.
24 April 2018	Item 5 - Action 17	GDPR MM to circulate timeline document regarding the Unions actions towards GDPR regulations	Head of Finance & Resources	Training to staff delivered and Communication to CSPs circulated		12 th June 2018 meeting.
24 April 2018	Item 5 - Action 18	Fire Office reports Chair to write a letter to the Fire Officer department to request reports	F&R Chair			12 th June 2018 meeting.
24 April 2018	Item 6.2	Work Plan MM to revisit the work plan with GP	Head of Finance & Resources and F&R Chair			12 th June 2018 meeting
24 April 2018	Item 7.2	Management accounts EB to share the debtors list with GP	Finance Manager		Due now	
24 April 2018	Item 8.1	Balanced Scorecard MM to circulate BS with all Committee members	Head of Finance & Resources		Due now	
24 April 2018	Item 9.3	Events Budgets - Systems team to report on 3D secure online shop	Deputy President (Finance & Services)			First F&R meeting of 2018/19

		<p>on the first F&R meeting of next year</p> <ul style="list-style-type: none"> - Organise a discussion offline around the aim of the events budgets paper 				
24 April 2018	Item 10.1	<p>Strategic Risk Register</p> <p>SRR suggestion to be taken to Board meeting by the Chair of F&R</p>	F&R Chair			23 rd May 2018 Board meeting.
24 April 2018	Item 11.1	<p>Investment strategy</p> <ul style="list-style-type: none"> - Circulate the minutes of the final shortlisting process in the search for an investment partner - MB to share the results of the ethical overlay consultation with the Committee 	Head of Finance & Resources		Due now	
24 April 2018	Item 14.2	<p>Insurance Cover</p> <p>PB and MM to follow up on the details of the Insurance cover with College and discuss with TBH</p>	Head of Finance & Resources and Head of Student Activities			12 th June 2018 meeting

24 April 2018	Item 16.1	Summer Ball JM to compare current figures with last year's summer ball figures and report to the next F&R meeting	Head of Commercial Services			12 th June 2018 meeting
24 April 2018	Item 12.2	Reserves policy A discussion on the reserves policy to be taken to Board by the Chair of F&R	F&R Chair			23 rd May 2018 Board meeting.