Finance and Risk – Actions Tracker

| Meeting(s) | Minute | Action  | Lead Responsibility | Progress  | Due date  |
| --- | --- | --- | --- | --- | --- |
| **Matters Arising**  |  |
| 30th Jan 2019 | 5.2 | **Events Budgets** Systems team to report on 3D secure online shop on the first F&R meeting of next year  | Head of Finance & Resources  | MM to submit a summary paper to Board about the progress being made with implementing the new secure online system | Update to the next F&R meeting |
| 30th Jan 2019 | 5.8 | **Web Policy** Update policy and share with the Committee  | Head of Finance & Resources  |  | Update to the next F&R meeting |
| 30th Jan 2019 | 13.11 | **Reforecast** MM to submit a reforecast summary to February’s Board JA to add a reforecast Agenda point to February’s Board  | Head of Finance & Resources Admin Support Officer |  | Update to the next F&R meeting |
| 21st March 2019 | 7.5 | **Management accounts** MM to investigate the reasons for the decline in wet and dry sales  | Head of Finance & Resources  |  | Update to the next F&R meeting |
| 21st March 2019 | 8.88.9 | **Reforecast** MM to conduct a scenario plan to give clarity on the impact of a higher percentage decline in income on the reforecast MM/JOH to ensure that there is clarity for Board on the what cost of the long term investment will be to ensure long term stability in the organisation | Head of Finance & Resources Managing Director |  |  |
| 21st March 2019 | 10.1 | **CSP Finance**MM to follow up with Claudia regarding VAT exempt events as we must be able to track the exemptions made and it must be clear that there is no clear surplus in the activity | Head of Finance & Resources  |  | Update to the next F&R meeting |
| 21st March 2019 | 11.511.711.8 | **H&S** MM to submit a brief paper to Board to highlighting the changes to the H&S Committee, with a proposal of the changes in the appointment of the ChairH&S committee to revisit the forward agenda and bring this to the next F&R meetingJA to add a specific H&S question to the project framework and whether the project has considered the H&S policy  | Head of Finance & Resources  & Deputy president of Finance and Services |  | Update to the next F&R meeting |
| 21st March 2019 | 12.3 | **Strategic Risk Register**MM to bring risks which are more relevant in terms of timing to the Committee MM to add the controls recommended regarding building better relationships with College to risk 7 MM to discuss risk number two with leadership and relevant task and finish groups  |  |  | Update to the next F&R meeting |
| 21st March 2019 | 13.913.10 | **19/20 budget**A paper to be submitted to F&R and then to Board on the progress of the budget plan, and how the task and finish groups and mapping exercise has informed the budget MM to amend the timeline to include time for budget holders to read the budgets | Head of Finance & Resources  |  | Update to the next F&R meeting |
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| 21st March 2019 | 15.3 | **Summer Ball** JH to add additional information as suggested by the Committee to the next Summer Ball update  | Events and Conferences manager  |  | Update to the next F&R meeting |
| 21st March 2019 | 20.820.9 | **EPOS review**MM to provide detailed figures on the current spend and service received by OrbisTech and what the short/long term investment needed to achieve the service level required by the system  | Head of Finance & Resources  |  | Update to the next F&R meeting |
| 19th June 2019 | 5.9 | **EPOS review**MM to liaise with Julita Mattingley to update on investment required | Head of Finance & Resources |  | Update to the next meeting |
| 19th June 2019 | 6.4 | **Forward Agenda**MM to review forward agenda over the summer | Head of finance & Resources |  | Update to the next meeting |
| 19th June 2019 | 7.15 | **Accounts Summary**NG to reformat accounts summary as requested by the committee | Finance Manager |  | Update to the next meeting |
| 19th June 2019 | 9.8 | **Large Club Events**JM to write a scoping paper on large club events and handover to incoming DPCS for next F&R meeting | Head of Commercial Services |  | Update to the next meeting |
| 19th June 2019 | 11.311.411.6 | **Strategic Risk Register**MM to update risk 2, 6 and 9 as requested by committee | Head of Finance & Resources |  | Update to the next Meeting |
| 19th June 2019 | 12.12 | **19/20 Budget**JOH to provide more details and timescales and performance indicators to the headline deliverables (page 5 of item 12) | Managing Director |  | Update to the next meeting |
| 19th June 2019 | 13.1 | **Internal Audit**MM to provide progress updates on recommended actions from the internal audit | Head of Finance and Resources |  | Update to the next meeting |
| 19th June 2019 | 14.3 | **Summer Ball Presentation**JH to scope more options for venues, consult with students on proposals, and to update the committee | Events and Conferences Manager |  | Update to the next meeting |