

Finance and Resources Committee 18 September 2007

Timetable of business for the Committee

Executive summary and recommendations

Introduction

At the meeting on 26 July 2007, the Committee agreed that the Executive should prepare a paper for the next meeting, setting out the timetable of business to be considered at its meetings during the year.

The attached table sets out the planned business for each meeting during the year, divided into different categories. The table is not exhaustive and other items of business may arise.

The standing orders provide for the Committee to meet at least once a year as the Remuneration Committee. As the decision on salaries feeds into determining the final version of the budget, the Remuneration Committee meeting is also indicated on the table.

Decision

The Committee is requested to note the document. No decision is required.

Background information

See the decision made in item 12 of the public meeting held on 26 July 2007.

Resource implications

None.

Financial implications

Attendance allowance, members' expenses and catering (included in budget).

Room hire, if meeting rooms are not available at Park House.

Each committee meeting is budgeted at approximately £8000, assuming payment of attendance allowance (total of £3900 per meeting) and expenses (total of £4004 per meeting) for 13 attendees (12 members plus the observer on behalf of the Audit Committee). Catering is budgeted at £130 per meeting.

Appendices

Timetable of business for the Finance and Resources Committee and the Remuneration Committee.

Date of paper

31 July 2007.

**Timetable of business for the Finance and Resources Committee
and the Remuneration Committee**

	Standing items	Financial planning	Workplans	Annual Report and accounts	Governance	Other items
February	Departmental reports Management accounts	Preliminary version of budget				
March	Departmental reports Management accounts	(early March) Remuneration Committee sets salaries (late March) Finance Committee considers final version of budget and decides whether to recommend it to Council	Departmental workplans			
April	Departmental reports Management accounts					
June	Departmental reports Management accounts			Draft annual report and accounts	Review action points from previous year Committee self-evaluation	

**Timetable of business for the Finance and Resources Committee
and the Remuneration Committee**

	Standing items	Financial planning	Workplans	Annual Report and accounts	Governance	Other items
July	Departmental reports Management accounts				Election of Chairman and Vice-Chairman (every two years) (see note) Standing Orders (to note)	
September	Departmental reports Management account					
November	Departmental reports Management accounts	Five Year Plan				Presentation on investment performance Review investment policy

Notes: The Council on 31 May 2007 agreed that, in view of the likely timetable for implementation of the governance changes proposed in the White Paper, the current chairmen of the committees should remain in place. However, each committee could hold an election at its discretion.

The Five Year Plan will be considered in November so that more accurate information can be included about project plans and the likely dates of new professions joining the Register.