

Resources Committee Action Record

| Item no | Item Title/Report No | Action | Responsibility | Timescale | Status/ Comments |
|--------------------------|---|---|----------------|-----------|---------------------|
| 07 June 2017 | | | | | |
| 5.b.2 - 6 | Annual ICT Report | Annual ICT report to be presented | DoSS | | On Feb Agenda |
| 19.b.2 - 3 | Brussels - Learning and Development | Cttee requested Head of L&D to prepare a report on the work of the ESN members' forum | Head of L&D | | Completed |
| 27 September 2017 | | | | | |
| 6.3 | Action record | HR issues arising from audit of Workforce Planning | H of HR | Dec 2017 | Completed |
| 8 | Salary Protection Policy | Full report following discussion with UNISON | Head of HR | | Completed |
| 10.1 | Annual Review of Financial Regulations | Full review of linked governance documents to be reported at December meeting | H of F | | Completed |
| 11.2.2 | Request for authorisation for participation in a conference outwith UK | officer attending to place a report on Basecamp after the visit | L & D Mgr | | Completed |
| 11.2.3 | Request for authorisation for participation in a conference outwith UK | Conference organisers to be asked if they will contribute to costs | H of L & D | | Completed |

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| 19.b | Lessons Learned - Special Appeals Committee and Employment Appeals Sub-committee | HR to take the lead on reviewing processes to take account of lessons learned in recent meetings | H of HR | | <i>AW to check timescale with DJ</i> |
| 06 December 2017 | | | | | |
| 6.1.1 | Salary Protection Policy | To be further discussed at Partnership Forum and reported to next available Committee | H of HR | May 2018 | |
| 6.3 | ESN Members' Forum in Brussels | Head of L&D was unavailable for response at this meeting | H of L&D | Feb 2018 | On Agenda |
| 7 | Budget Monitoring Report | Forward to Council for aproval | H of Finance | Jan 2018 | Completed |
| 8.2 | HR Policy Review timetable | Additional dates to be completed where possi | H of HR | Feb 2018 | Completed |
| 8.3.2 | HR Policy Review | Each Policy review to be reported to Committee and timetable reviewed annually | H of HR | | |
| 9 | Annual review of Financial Regulations | Submit draft Regulations to Council for approval | H of Finance | Mar 2018 | On Agenda for Council |
| 11.2 | Draft budget 2018/19 | Submit report to February 2018 Committee meeting | H of Finance | | On Agenda |
| 14.1 | Schedule of Committee business | Update schedule for 2018 | Cttee Sppt | Feb 2018 | Completed |
| 15.1 | Risk identification | Risk re ICT investment and future support to bediscussed at EMT and added to Strategic Risk Register | EMT | | |
| 16.1.2 | Content of confidential items | To be discussed with appropriate officers and report submitted | H of SS | Feb 2018 | On Agenda |
| 16.2 | Lessons learned | To come to future meeting | H of HR | | |
| 17 | Proposed dates of meetings in 2018 | Update Dates and Deadlines spreadsheet and circulate | Cttee Sppt | Feb 2018 | Completed |