

**FINANCE & RESOURCES COMMITTEE**  
**24<sup>th</sup> June 2004**

**DRAFT AGENDA**  
**Part One – Open to Members of the Public**

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|--|-----------------------------------|
| <b>1 Apologies for Absence</b>   | Verbal                            |
| <b>2 Approval of Agenda</b>  | Verbal                            |
| <b>3 Approval of Minutes of the Meeting held on 29<sup>th</sup> April 2004</b><br>From Secretary to the Committee – Paul Baker | Enclosure 1<br>Paper HPC/FRC34/04 |
| <b>4 Matters arising (not otherwise dealt with elsewhere)</b><br>From Secretary to the Committee – Paul Baker                  | Enclosure 2<br>Paper HPC/FRC35/04 |
| <b>5 Finance and Office Services Report</b><br>From Secretary to the Committee – Paul Baker                                    | Enclosure 3<br>Paper HPC/FRC36/04 |
| <b>6 IT Report</b><br>From Director of Information – Roy Dunn  | Enclosure 4<br>Paper HPC/FRC37/04 |
| <b>7 Human Resources Report</b><br>From Human Resources Director – Denise Thompson   | Enclosure 5<br>Paper HPC/FRC38/04 |

**ITEMS FOR DISCUSSION/DECISION**

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|--|-----------------------------------|
| <b>8 Bank Mandate</b><br>From Secretary to the Committee – Paul Baker  | Enclosure 6<br>Paper HPC/FRC39/04 |
| <b>9 Attendance Allowances</b><br>From Secretary to the Committee – Paul Baker                                   | Enclosure 7<br>Paper HPC/FRC40/04 |
| <b>10 Professions Supplementary to Medicine Charitable Trust</b><br>From Secretary to the Committee – Paul Baker | Enclosure 8<br>Paper HPC/FRC41/04 |

**ITEMS TO NOTE**

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|--|------------------------------------|
| <b>11 Audit Committee – Minutes of Meeting held on 17<sup>th</sup> March 2004</b><br>From Secretary to the Committee – Paul Baker  | Enclosure 9<br>Paper HPC/FRC42/04  |
| <b>12 Audit Committee – Meeting held on 24<sup>th</sup> June 2004</b><br>From Secretary to the Committee – Paul Baker  | Verbal                             |
| <b>13 Management Accounts to 30<sup>th</sup> April 2004 and 31<sup>st</sup> May 2004</b><br>From Secretary to the Committee – Paul Baker   | Enclosure 10<br>Paper HPC/FRC43/04 |
| <b>14 Any Other Business</b>   |                                    |
| <b>15 Date and Time of Next Meeting</b><br>Tuesday 27 <sup>th</sup> July 2004 at 11 a.m.<br><b>Subsequent Meetings:</b><br>Tuesday 21 <sup>st</sup> September<br>Tuesday 23 <sup>rd</sup> November<br>Friday 11 <sup>th</sup> February 2005<br>Wednesday 23 <sup>rd</sup> March 2005 |                                    |

**Resolution**

The Committee is invited to adopt the following: “The Committee hereby resolves that the next part of the meeting shall be held in private because publicity would be prejudicial to the public interest, by reason of the confidential nature of the business transacted.”