

Executive Team meeting summaries – May 2010

5 May 2010

2009/10 Year End final reporting:

The Director of Finance reported that expenditure for 2009/10 has now been frozen at under 1/2% on funding and that explanation on the Cash element of the budget has been completed.

26 May 2010

Statement of Internal Control

Executive Team reviewed the 2009/10 Statement of Internal Control drafted by Chief Executive Natalie Ceeney before her departure in March 2010.

The Acting Chief Executive considered the evidence behind the stewardship controls before finalising the report to be reviewed by Management Board on 1 June 10.

2009/10 Year End business report

Executive Team reviewed and agreed the exception report on 2009/10 business performance, noting that the status of the results presented have been agreed with auditors.

All strategic objectives assessed as requiring close monitoring at the 3rd quarter, were achieved at Year End.

2009/10 Year End financial reporting

Executive team reviewed the 2009/10 financial performance report with the Director of Finance and Performance, noting net cash spend of 0.4% less than target and a total spend 6% below forecast.

2010/11 Month 1 Performance reporting

Executive team reviewed and agreed a number of changes and refinements to the new format for monthly financial reporting before going on to consider the first month report.

Communications grid

Executive Team reviewed the new grid and activity outputs with the Head of Strategic Communications and Marketing .

All agreed that while the analysis was only at a high level, it was a useful tool to help understand what resources are being put into reaching our key stakeholder groups and to prioritise what we do to give maximum impact in the future.

The Learning Management system

Executive Team considered the effectiveness of the current LMS now that a complete appraisal cycle has been completed. An alternative and more cost effective approach was agreed.

Recruitment freeze

Director Human Resources and Learning Development updated Executive Team on Cabinet Office guidance on external recruitment with Executive Team noting that business critical appointments will need to be approved.

The Director of Finance and Performance to review capital investment projects to identify risks around business critical areas and possible contingencies and areas of under spend for Executive Team review in June.