

Present Attendees		Apologies	Also Distributed To:
Kimiyo Rickett (KR) Chair Jane Kracke (JK) Malcolm Armstrong (MA) Angela Dale	Senior Independent Director Chief Operating Officer, SASSOT SASSOT Chair Board Member (by phone)	Jude Taylor, Director, SASSOT	Board

Meeting Minutes

No.	Item Topic		
1.	Apologies – As above		
2.	Declarations of interest – None		
3.	Minutes of Last Meeting & Matters Arising <ul style="list-style-type: none"> - Minutes from 02.04.19 agreed - Previous Actions <ul style="list-style-type: none"> o Action Point 1 – no action expected o Action Point 2 – draft timetable produced but superseded by consultants’ report o Action Point 3 – Angela Dale volunteered to join FAG o Action Point 4 – Derek Peters agreed to be the Whistle Blowing Representative and a policy has been drafted - Action Point 1 		
	Actions	Owner	Date
	1. Review FAG Effectiveness for Spring 2020 – prior to April	FAG	01.04.2020
4.	Q1 Accounts / Expenditure <ul style="list-style-type: none"> - Significant underspend on Employee Costs due to pension deficit payment not having been transferred to Stafford BC yet - All other areas broadly as expected - Showing underspent but this is due to liabilities and contingencies - 7 of the 8 LAs have signed funding agreements and have been invoiced for their 2019-20 contributions. A meeting has been held with Cannock Chase Council and we are awaiting confirmation of the content of their funding agreement. Keele University has confirmed funding for the 2019-20 academic year, and Staffs University are in the process of agreeing details of the funding agreement - The group agreed to remove the ‘commitments’ column as this only lists where purchase orders have been raised, rather than the full range of committed funding 		
5.	4-Year Forecast <ul style="list-style-type: none"> - Minor amendments made to previous version to confirm carry forwards from 2018-19 - Will need further amendments to take into account staff vacancies - Figures for 2023-24 to be added by next FAG meeting - Action Point 2 		
	Actions	Owner	Date

2. Add 2023-24 figures to 4-Year Forecast	Jane Kracke	30.09.19
6.	Risk Register <ul style="list-style-type: none"> - The Q1 update to the Risk Register was presented and discussed - Priorities for Q2 include: <ul style="list-style-type: none"> o Continue to focus on SASSOT's relationship with HWBB and the role of the Strategy Advisory Group o Confirm formal accounts o Confirm outstanding partner funding for 2019-20 o Continue work around Hosting v Independence following outcome of the July Board meeting - 	
7.	Terms of Reference <ul style="list-style-type: none"> - As identified through the FAG Self Effectiveness Checklist, the Terms of Reference were amended to state that terms run in conjunction with Board terms - The amended ToR were approved and adopted by the Group 	
	Dates of Next Meetings <ul style="list-style-type: none"> - 8th October 2019 – 1100hrs - Chetwynd Room, Civic Suite, SBC 	

Actions	Owner	Date
1. Review FAG Effectiveness for Spring 2020 – prior to April	FAG	01.04.2020
2. Add 2023-24 figures to 4-Year Forecast	Jane Kracke	30.09.19

Prepared By	Date	Checked By	File Code
Jane Kracke	12.07.19	Kimiyo Rickett	Finance Group Minutes 09.07.19