



The relevant members are requested to attend the meeting of the following committee, to be held in the Feignies Room on **Monday, 18 March 2019** purpose of conducting the business on the agenda below. The order of business may be changed.

Finance & Risk: 7.00pm

Finance Officer

8 March 2019

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AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes
4. Matters Arising
5. Audit:
 - a) Review of Internal Control
 - b) External Audit
 - c) Review of Asset Register
 - d) Review of Bankers Orders/Direct Debits
6. Risk Management:
 - a) Risk Assessment – Gas
 - b) Review of Safety & Maintenance Inspection Records
 - c) Facilities Manager’s Checklist
 - d) Overall Review of Risk/Risk Assessment
7. Staffing Matters:
 - a) Review of Disciplinary Procedure
 - b) Review of Grievance Procedure
 - c) Review of Equal Opportunities Policy
8. Review of Complaints Policy
9. Data Protection/Freedom of Information:
 - a) Review of Freedom of Information Act Publication Scheme
 - b) Review of Data Protection Policy
 - c) Review of Data Breach Policy
 - d) Review of Subject Access Request (SAR) Procedure
 - e) GDPR Compliance
10. Expenditure for Approval
11. Concessions on Hire Fees
12. Correspondence