

FINANCE AND EMPLOYMENT COMMITTEE

There will be a meeting of the Finance and Employment Committee from **3.00 pm until 5.30 pm on Wednesday 20 September 2017** in the 5541 Boardroom, floor 5, Howard Building, City Campus.

If you are unable to attend please notify Tracey Goodwill in Governance Services by telephone on 0114 225 3367 or by [email](#).

If you have any queries or require further information please contact Martin Conway, Clerk to the Board of Governors by telephone on 0114 225 2051 or by [e-mail](#).

Members should notify the Secretary of any item to be raised under 'Other Urgent Business' at least 24 hours in advance of the meeting.

A G E N D A

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|------------------------|---|--|
| 3.00pm
(15
mins) | 1 | Apologies for Absence |
| | 2 | Declaration of Interests

Members are reminded of their duty under the Articles of Government to declare any personal interest, financial or otherwise, relating to agenda items to be considered at the meeting. |
| | 3 | FEC/4/17/3
Responsibilities and operation of the Committee

To <u>receive</u> the terms of reference |
| | 4 | FEC/3/17/M
FEC/3/17/MC
Minutes of the meeting held on 4 July 2017

To <u>consider</u> the:
i) minutes;
ii) confidential minutes. |
| | 5 | FEC/3/17/action
Matters Arising/Action Tracker

To <u>note</u> the action tracker |
| | 6 | Other Urgent Business

To deal with other urgent business notified by 12 noon on Tuesday 19 September 2017 or accepted by resolution. |
| | 7 | Deputy Chair of the Committee

To <u>elect</u> a Deputy Chair of the Committee. |
| 3.15pm
(30
mins) | 8 | People Plan

To <u>receive</u> an oral progress report |

3.45pm (20 mins)	9	FEC/4/17/9 Confidential	Estate Developments To <u>receive</u> and <u>discuss</u> a progress report
	10	FEC/4/17/10 Confidential	Acquisition of property To <u>note</u> FEC Chair's action taken in July 2017.
4.05pm (15 mins)	11		Olympic Legacy Park: Next Steps To <u>receive</u> and <u>discuss</u> an oral progress report
4.20pm (30 mins)	12	FEC/4/17/12 Confidential	Financial Monitoring: Provisional Outturn 2016/17 To <u>receive</u> and <u>discuss</u> a report
	13	FEC/4/17/13 Confidential	Bad Debts – Recommended Provision and Write Offs at 31 July 2017 To <u>approve</u>
	14	FEC/4/17/14	Investments Summary – 12 months to 31 July 2017 To <u>receive</u> and <u>discuss</u> a report
	15	FEC/4/17/15 Confidential	Orders/Contracts above Approval Threshold Level To <u>note</u>
	16	FEC/4/17/16 Confidential	Students' Union Financial Monitoring: Provisional Outturn 2016/17 To <u>receive</u> and <u>discuss</u> a report
	17	FEC/4/17/17	Schedule of Meetings and Forward Planning Programme To <u>receive</u> the forward planning programme.

For information - Unless members indicate to the Secretary prior to the meeting that they wish to raise specific points, the item below is for information and will not be discussed at the meeting.

HEFCE's Accounts Direction to higher education institutions for 2017/18 financial statements.

Martin Conway, Secretary
13 September 2017