



Finance Committee

Date: TUESDAY, 18 OCTOBER 2016
Time: 2.30 pm
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

5. **REPORT OF THE WORK OF THE SUB-COMMITTEES**
Report Of The Town Clerk

For Information
(Pages 1 - 2)

22. **REPORT OF THE WORK OF THE SUB-COMMITTEES - NON-PUBLIC ISSUES**
Report Of The Town Clerk

For Information
(Pages 3 - 4)

Item received too late for circulation in conjunction with the Agenda.

John Barradell
Town Clerk and Chief Executive

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Agenda Item 5

Committee: Finance Committee	Date: 18 October 2016
Subject: Report of the work of the Sub-Committees	Public
Report of: Town Clerk	For Information
Report author: Chris Braithwaite, Town Clerk's Department	

Summary

This report advises the Committee of the issues considered by the Efficiency and Performance Sub-Committee on 12 October 2016. This report supplements the report included within the Finance Committee agenda pack, which advised of the issues considered at recent meetings of the Corporate Asset Sub-Committee and Information Technology Sub-Committee.

The main issues considered by the Efficiency and Performance Sub-Committee were as follows:

- Staff Suggestion Scheme – the Sub-Committee expressed dissatisfaction regarding the lack of update in relation to the Staff Suggestion Scheme and requested that a report be submitted to the next meeting to provide an update on progress, particularly in relation to ensuring that suggestions from staff are given appropriate consideration and, then, when appropriate, implemented.
- Efficiency Plan – the Sub-Committee agreed that a report be submitted to the next meeting providing further detail of the development of savings plans beyond the current timeline of the Service Based Review, to ensure that ongoing efficiency savings were achieved.

A further report is available which outlines the discussions which took place during the non-public session of this meeting.

Recommendations

The Committee is asked to note the report.

Main Report

Background

1. On 19 July 2016, the Finance Committee agreed that future meetings of the Committee should be provided with a report highlighting the main issues which were considered at recent meetings of the Sub-Committees, in addition to receiving minutes of those meetings.

Efficiency and Performance Sub-Committee on 12 October 2016

2. At this meeting, Members noted that no further report had yet been received regarding the Staff Suggestion Scheme, following consideration of a report in

May 2016. The Sub-Committee noted that, in consideration of that report, they had requested that Officers give further consideration to the Suggestion Scheme to ensure that it effectively captures suggestions, considers their merits, and, when appropriate, provides for their implementation. The Sub-Committee had also requested that the Officers identify best practice from Departments which had been effective in implementing staff suggestions and ensure that this was communicated to all Departments.

3. The Town Clerk advised that the Staff Suggestion Scheme was currently operated by the Internal Communications Team, which was now managed by the Director of Communications. The Sub-Committee agreed that the Director of Communications should provide a report to the next meeting with the requested update on the Staff Suggestion Scheme. The Head of Corporate Strategy and Performance advised that she would ensure that this report provides information regarding how such suggestions, in line with best practice, could be incorporated into Departmental Business Plans.
4. In addition, the Sub-Committee agreed that a report should be submitted to the next meeting providing information about additional savings plans beyond the current Service Based Review, in line with the Efficiency Plan which would be published on 14 October 2016. The Sub-Committee commented that the purpose of the Efficiency Plan should be premised on the assumption that efficiency savings should, in future, be delivered habitually every year within the organisation, rather than the past assumption (as in the Service Based Review) that relatively big one-off savings had to be found every few years.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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