

EFFICIENCY AND PERFORMANCE SUB (FINANCE) COMMITTEE

Tuesday, 18 September 2012

Minutes of the meeting of the Efficiency and Performance Sub (Finance) Committee held at Guildhall, EC2 on Tuesday, 18 September 2012 at 1.45pm

Present

Members:

Roger Chadwick (Chairman)
Ray Catt (Deputy Chairman)
Nigel Challis
Deputy Anthony Eskenzi
Alderman Jeffrey Evans
Deputy Revd Stephen Haines
Deputy Edward Lord
Jeremy Mayhew
Deputy Dr Giles Shilson
John Tomlinson

Officers:

Susan Attard	- Deputy Town Clerk
Claire Sherer	- Town Clerk's Department
Neil Davies	- Town Clerk's Department
Chris Bilsland	- Chamberlain
Suzanne Jones	- Chamberlain's Department
Peter Martin	- Barbican Centre

Part 1 - Public Agenda

1. APOLOGIES

Apologies were received from Anthony Llewelyn-Davies.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ANY ITEMS ON THIS AGENDA

There were no declarations.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 12 July 2012 be agreed as an accurate record.

4. OUTSTANDING ISSUES

Following a request at the last meeting, Members considered an Outstanding Actions schedule which included actions from all reports presented to the Sub

Committee since its inception in May 2011. This would be reported to all future meetings.

Members emphasised the need to report all closed actions to the Sub Committee for agreement to remove from the register. This would be on the basis that Officers would maintain a complete historic record of the closed actions for future reference.

One Member noted that this outstanding actions list should prove to be useful tool for Officers in ensuring that outstanding actions were followed up in a timely manner.

With reference to the Business Planning Framework (at page 19 of the report), Members noted that it was important that they receive further assurance as to the alignment of the financial and business planning process and requested that the Chamberlain prepare a statement of the City Corporation's approach for their consideration. The Chamberlain advised Members that this would be considered by the Resource Allocation Sub (Policy and Resources) Committee in the New Year and would also be picked up by this Sub Committee, either as a full report or under this outstanding actions list. It was agreed that this item would remain "open" for the time being.

RESOLVED: That –

- i. subject to the Business Planning Framework (at page 19 of the report) remaining "open", the classification of actions as "closed" or "open" as per the attached schedule be agreed; and
- ii. an updated schedule would be received at each meeting, with previously agreed "closed" actions removed.

5. **TRANSFORMATION AND EFFICIENCY BOARDS UPDATE**

Members considered an update report on the work of the Transformation Board and the Efficiency Board since the last meeting of the Sub Committee.

With regards to the proposed "triggers" for departmental reporting, the Sub Committee were generally happy with the approach on the condition that the Sub Committee should review the approach in 6 months to ensure Members were satisfied with their level of oversight and that the agenda and minutes for both Boards would be sent to the Chairman, Deputy Chairman, Deputy Anthony Eskenzi, Jeremy Mayhew and John Tomlinson for their information.

RESOLVED: That –

- i. this update be received;
- ii. the proposed future work programme for this Sub Committee (as included at appendix 2 of the report) be noted; and
- iii. subject to the conditions set out above, the "triggers" for departmental reporting (as at paragraphs 14-21 of the report) be approved.

6. **SHARED SERVICES (CITY OF LONDON CORPORATION & CITY OF LONDON POLICE)**

The Sub Committee considered a report of the Town Clerk updating Members on work underway between the City of London Corporation and the City of London Police to develop a shared service model in a number of areas.

In response to being informed that the City Corporation had, as part of a pilot, been taking non-emergency calls for the City of London Police, Members were keen to consider recharging options should this become a permanent arrangement. They also noted that any decisions to recharge for services should be applied consistently across all departments.

RECEIVED

7. **REVIEW OF THE PROCUREMENT AND PROCURE TO PAY (PP2P) PROGRAMME**

The Sub Committee received a report providing detailed analysis of the Procurement and Procure to Pay (PP2P) programme.

Members also considered the addendum to the report which sought their input into the metrics that should be included as part of the regular Finance Committee update report.

Members noted that the report was much clearer than earlier reports and noted that it would also be helpful for the report to:

- set out the agreed baseline (post due diligence) with performance tracked against it
- make clear the consultant's fee structure and variations
- incorporate all the information on to as few graphs as possible with tables to backup key information

RESOLVED: That –

- i. the report be received; and
- ii. the Chamberlain would incorporate Members' views into the regular PP2P Finance Committee update report and circulate to Members for comments.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

10. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds

that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 - Public Agenda

SUMMARY OF MATTERS CONSIDERED WHILST THE PUBLIC WERE EXCLUDED

11. GUILDHALL SCHOOL OF MUSIC & DRAMA: CAMPAIGN FOR MILTON COURT ACTIVITY 2011/12

Members noted an update report on progress towards reaching the fund-raising target on the Guildhall School of Music & Drama's new facilities at Milton Court.

RECEIVED

12. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was no other business.

The meeting ended at 3.17pm

Chairman

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