

EFFICIENCY AND PERFORMANCE SUB (FINANCE) COMMITTEE

Wednesday, 14 November 2012

Minutes of the meeting of the Efficiency and Performance Sub (Finance) Committee held at Guildhall, EC2 on Wednesday, 14 November 2012 at 1.45pm

Present

Members:

Roger Chadwick (Chairman)
Deputy Anthony Eskenzi
Anthony Llewelyn-Davies
Jeremy Mayhew
John Tomlinson

Officers:

Susan Attard	- Deputy Town Clerk
Claire Sherer	- Town Clerk's Department
Natasha Dogra	- Town Clerk's Department
Neil Davies	- Town Clerk's Department
Chris Bilsland	- Chamberlain
Suzanne Jones	- Business Support Director
Caroline Al-Beyerty	- Financial Services Director
Professor Barry Ife	- Principal, Guildhall School of Music and Drama
Sandeep Dwesar	- Guildhall School of Music and Drama
Peter Martin	- Acting Head of Finance, Chamberlain's Department

In attendance:

Alderman David Graves (Item 9 only)	- Chairman, Board of Governors of the Guildhall School of Music and Drama
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Part 1 - Public Agenda

1. APOLOGIES

Apologies were received from Ray Catt (Deputy Chairman), Nigel Challis, Sheriff & Alderman Jeffrey Evans and Deputy Revd Stephen Haines.

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 public minutes and non-public summary of the meeting held on 18 September 2012 be agreed as an accurate record.

4. **OUTSTANDING ACTIONS**

The Sub Committee considered a schedule of outstanding actions. Members discussed the presentation of the schedule and suggested that a standard template for reporting outstanding actions should be produced for all Committees. This should include a unique reference for each action, a target date for completion and an indication of priority.

Officers informed Members that the Community and Children's Services department Commissioning Strategy update would be considered at the Efficiency and Performance Sub Committee meeting on 30 January 2013. Members requested that this be reflected in the schedule.

The Chamberlain provided an update in relation to the IS review informing Members that, following agreement by the Information Systems Sub Committee and Finance Committee, a major procurement exercise was currently taking place to determine the best and most cost effective way of delivering IS services. This would be conducted through OJEU procedures and would be weighted at 65% quality, 35% price.

Officers informed the Sub Committee that the Improved Co-ordination project had created a more joined up approach across services including improved use of the Corporation's CRM database and use of a centralised Corporation diary.

Members noted that the Guildhall School of Music & Drama items were marked as closed in light of the report at Item 9 on this agenda.

RESOLVED: That the classification of actions as "closed" or "open" (as per the schedule in the report) be approved.

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 Transformation Board, the Deputy Town Clerk informed Members that a presentation from the Director of Community and Children's Services on the Commissioning Strategy had been very well received.

The Deputy Town Clerk also informed Members that the following four projects had been approved since the Strategic Opportunities Workshop:

1. "Top 100" Managers – promoting leadership and managerial behaviour and skills. HR were also investigating succession planning for middle management;
2. Demand Management – controlling service requests from colleagues to ensure work is allocated appropriately and completed to a high standard;
3. Digital by Default – for example, using technology to make information more accessible;
4. Ways of Working – for example, enabling better cross-directorate collaboration.

The Deputy Town Clerk advised the Sub Committee that these projects would progress through the City Corporation's approval process and an update would be provided in the New Year. One Member noted that the Demand Management project should consider the possibility of internal recharging.

Members noted the significant progress made within the Department of Community and Children's Services under the current Director and hoped that improvements would continue following her imminent departure.

With regards to the Efficiency Board, the Chamberlain informed Members that the PP2P strategic project in relation to the City of London Procurement Service was on schedule to deliver the three planned waves of work by March 2013.

In respect of the triggers for departmental reporting, the Sub Committee noted that no issues had arisen since they were agreed at the last meeting. However, the National Audit Office was due to issue its next local government study on Financial Stability before Christmas, and the results of Corporation benchmarking studies were also due which may have an impact on the triggers. The Chairman reminded Members that the triggers would be reviewed in six months to ensure they were fit for purpose.

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6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

8. 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.

Item No.	Paragraph(s) in Schedule 12A
9	3
10 – 11	-

Part 2 - Non-Public Agenda

9. FINANCIAL POSITION OF THE GUILDHALL SCHOOL OF MUSIC AND DRAMA

The Sub Committee considered a report on the financial position of the Guildhall School of Music and Drama.

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

There were no non-public questions.

11. **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 non-public business.

The meeting ended at 3.18pm

Chairman

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