

Committee(s) Finance Committee – For Information	Dated: 18/09/2018
Subject: Chamberlain’s Key Work Streams and Business Plan – Update	Public
Report of: Chamberlain	For Information
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Summary

This report provides Members with a brief update of key areas of work underway in Chamberlain’s and assurance that the department is making good progress in the delivery of the 2018/19 Departmental Business Plan.

Performance broadly is in line with expectations for the first quarter.

Recommendation

Members are asked to note the report.

Main Report

Background

1. The Chamberlain’s Department Business Plan for 2018-2019 was approved by Finance Committee on 10th April 2018. This report has been produced to provide Members with a summary of progress against key deliverables and performance in quarter one of the current financial year.

Progress on Key Work Streams

2. For the first time a 10 year capital outlook was prepared for the Resource Allocation Sub-Committee Awayday, this was based on the major projects that are already underway or might potentially secure Member agreement. This incorporates some significant commitments which will require further consideration as to how they can be financed in a sustainable way. A range of options, including borrowing, will be reviewed over the following months.
3. As separately reported to Finance Committee, the external auditors gave a clean audit opinion on the City Fund accounts and were complimentary about the way in which the accounts had been produced to a tighter timetable. Work is currently underway to identify and implement steps to streamline this process further.
4. Chamberlain’s department continues to work closely with the Town Clerk’s department to implement the City Corporation’s Efficiency Plan; the second round of the Chief Officer Peer Review process will continue throughout this year. The economy, efficiency and effectiveness reviews have been completed within the corporate business planning process.

5. The Business Rate Strategic Investment Pot Evaluation Panel met to review 22 bids from across London. The City Corporation is the lead authority for this pan-London project and has circulated a consultation paper on the recommended projects.
6. The Priorities Investment Pot (PIP) has been put in place to enable Members to allocate additional resources to front line services, funding priority areas of new activity that are aligned to the Corporate Plan or increased demand. The first bidding round took place in January 2018. A variety of bids were received from a range of departments, resulting in seven PIP bids, totalling £455k, recommended to and approved by Resource and Allocation Sub-Committee in March 2018. There is approximately £2.5m available to support further PIP bids in 2018/19. A third bidding round concluded at the end of August and the bids are now being evaluated.
7. Delivery to date of the IT Transformation Programme has improved end user experience and allowed the team to reduce the IT Service Provision risk to Green. The risk has also been moved from the corporate risk register to departmental level where it is being reviewed by the team.
8. The Commercial Contract Management Team have developed a programme of work to enhance the City Corporation's commercial focus and income generating activity. The Contract Management Toolkit is now established which is ensuring more effective management of supplier contracts across the organisation.

Delivery against Key Performance Indicators

9. It is a requirement of the Corporate Business Planning Framework that business plan delivery update reports be provided to Committee on a quarterly basis. This first update has not been made until now as outcomes against our departmental key performance indicators (KPIs), shown in our Performance Scorecard at Appendix 1 to this report, were not available in sufficient time for the previous Committee.
10. The Chamberlain's Performance Scorecard is shown as Appendix 1 to this report. This shows good performance across the range of KPIs in place, the following are of note:
 - Accounts Payable invoice turnaround for Small and Medium Sized Enterprises (10 days) – Currently the performance for the quarter is 80%. This is an improvement on last year's overall performance of 77%.
 - Approximately 72% of invoices were received in "True" PDF format by the AP team during the period April to July, we are aiming to reach 80% by the end of the current financial year.
 - Internal Audit Performance 5% behind their target of 14% but steps are being taken to get this on track over the next quarter.

Chamberlains Finance Dashboard

11. A Finance Management Information Dashboard is attached for information as Appendix 2.

Conclusion

12. Members are asked to note that good progress is being made on key work streams and in the delivery of the Chamberlain's business plan. Performance for the first quarter of the year is in line with expectations.

Appendices

- Appendix 1 – Chamberlain's Department Scorecard
- Appendix 2 – Chamberlains Department Finance Dashboard

Background Papers

- Report to Finance Committee 10/04/2018: Chamberlain's Business Plan 2018/19

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