

EFFICIENCY AND PERFORMANCE SUB-COMMITTEE (EPSC) - Outstanding Actions (as at 5th November 2012)

Item	Action	Officer responsible and target date	Progress updates	Open/ Closed
Departmental report – Chamberlain’s Department				
<p>Report to 13/7/2011 meeting: Item 4</p> <p>Chamberlain’s departmental report – Efficiency review</p>	<p>The Chamberlain to provide a further report to a future EPSC meeting addressing specific issues in relation to the IS Review.</p>	<p>Chamberlain</p>	<p>EPSC November 2011 - The Chamberlain updated Members on the outsourcing of IT services and infrastructure. Members noted that further work would be undertaken on how best to deliver IS Services and that this would be reported to the sub-Committee</p> <p>August 2012 – Report to be presented to September Finance Committee</p> <p>November 2012 – further report to IS Sub Committee and Finance Committee which will be verbally reported to the 14th November meeting</p>	<p>Open</p> <p>Update to be provided after results of soft market testing are known.</p>
<p>Report to 24/11/11 meeting: Item 10</p> <p>Peer review of financial and</p>	<p>An action tracker to be reported to future meetings which includes the responsible Officer and timescales for delivery of actions relating to this item.</p>	<p>Chamberlain – Future EPSC meetings</p>	<p>EPSC February 2012 - An action tracker was reported to the meeting where it was resolved that progress against the action tracker would be reported to the Committee on an</p>	<p>Open</p>

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business support services			exception basis. Update August 2012 - No issues requiring Member attention Update November 2012 – no issues	

Departmental report – Department of Community and Children’s Services

Report to 27/9/11 meeting: Item 9 Community & Children’s Services department - Efficiency review	Future progress regarding the delivery of efficiency and performance improvements and the DCCS commissioning strategy to be reported in summary form to the Efficiency & Performance sub-Committee either as a separate report or within the Transformation and Efficiency Board update reports.	Director of Community & Children's Services	Community and Children’s Services Committee June 2012 - The Committee received an update highlighting the commissioning intentions for 2012/13. The strategy included three reviews: supported living; Portsoken Area, and youth services, the outcomes of which are due later this year. Other commissioned services were highlighted in the June report, including the 2012/13 priorities. August 2012 – Report to be submitted to Community and Children’s Services Committee in	Open – update scheduled for November meeting
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			October regarding reviews of Youth Service and Supported Living. Reviews for 2013/14 to be agreed in March 2013.	
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Departmental report – Guildhall School of Music & Drama				
Report to 12/7/12 meeting: Item 6 Guildhall School of Music and Drama - Update	The Chamberlain to provide an update report on Milton Court fundraising, including a breakdown of funds that had been pledged and those that had been received.	Chamberlain – September 2012	EPSC Sept 2012 – Update report received. Members expressed concerns regarding the pace and timing of fund raising – to be covered at a special Member/office meeting and in the full financial update in November 2012	Closed
Report to 12/7/12 meeting: Item 6 Guildhall School of Music and Drama - Update	The Chamberlain to table a report to Members as soon as the GSMD student intake for 2012/13 is finalised.	Chamberlain	July 2012 - Student numbers not expected to be finalised until end of September, therefore report to be presented in November 2012	Closed
Report to 12/7/12 meeting: Item 6 Guildhall School of Music and Drama - Update	The GSMD's Principal and the Chamberlain to present a full report on the GSMD's financial performance. The Chairman of the GSMD Board to be invited.	Principal of the GSMD/ Chamberlain – November 2012 Town Clerk	To be reported to November meeting.	Closed

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Departmental report – Barbican Centre				
Report to 24/11/11 meeting: Item 12	Members were updated on the plans for reducing the Centre’s expenditure and increasing income. Members requested that the sub-Committee be kept informed of any related financial matters as necessary.	Chamberlain/Managing Director of the Barbican Centre	August 2012 – No issues requiring Member attention. Financial forecast for 2012/13 within budget. November 2012- No issues requiring Member attention. Financial forecast for 2012/13 within budget. Forecasts for 2013/14 are currently being compiled.	Open
Barbican Centre Update				

Improved co-ordination (“Joining-up”) between Mansion House, Guildhall complex and the Central Criminal Court				
Report to 3/2/12 meeting: Item4	The Chairman and Deputy Chairman to be updated on progress made in all areas of improved coordination, with full updates on the CRM database and seating arrangements being reported to the Committee for information as it is reported through the other relevant Committees.	Town Clerk – Future EPSC meetings	May 2012 - The Deputy Town Clerk highlighted the action in relation to improving the use of the City Corporation’s CRM database and advised Members that work was continuing although further work was required on joining up the departmental diaries to create a central Corporation diary. July 2012 – Update on CRM system	Open
Improved co-ordination – progress update				

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			<p>provided to the Policy and Resources Committee</p> <p>Sept 2012 – The Remembrancer, through the Events Coordination Group, has led the development of a corporate wide diary system. More information about City Corporation events is now available within a central diary and the data is more comprehensive than before. The various departments involved, including Mansion House, Public Relations and the Remembrancers are making sure that the diary is kept up-to-date and the system is capable of being accessed by officers from those Departments. The Remembrancer is keeping this under review to ensure that the new facility continues to deliver what Members want. On the technical side, Modern.gov will soon replace the existing software systems.</p>	
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Central Recharges				
<p>Report to 24/11/11 meeting: Item 9</p> <p>Chamberlain's departmental recharges - Value for money analysis</p>	<p>The Chamberlain to provide Members with further detail on comparative service delivery costs and to submit a report to Members to reconsider the issue of internal recharges and value for money</p>	<p>Chamberlain – February 2012</p>	<p>February 2012 – A report was received outlining the difficulties in measuring the City Corporation against the CIPFA Public Sector Corporate Services Value for Money. The Financial Services Director stated that she was exploring other possibilities, including a London-wide benchmarking club, supported by CIPFA, to look at the issues instead. This was welcomed by Members.</p> <p>August 2012 – City to participate in the five corporate service benchmarking clubs (HR, IS, Legal, Finance and Property Services).</p> <p>November 2012 –Data collection for the HR, Legal, Finance and Democratic Services benchmarking clubs currently underway. Given the IS Sourcing review, the City will not participate in the IS benchmarking club. Possible benefits of participation in the Property Services benchmarking club currently being assessed.</p>	<p>Open – update to be provided after results of corporate service benchmarking received and analysed</p>

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Business Planning				
<p>Report to 27/9/11 meeting: Item 5</p> <p>Business Planning Framework 2012/13</p>	<p>That a “think piece” report showing linkages between Business Planning and Resource Allocation be submitted to the sub-Committee</p>	<p>Chamberlain – February 2012</p>	<p>EPSC February 2012 – A report was submitted to Members who agreed that, as part of the 2013/14 budget estimates process, the forward financial planning position and key business plan objectives would be reported together to Committees so that these could be taken into account more visibly in the financial planning process.</p> <p>July 2012 - Business planning objectives now included as section in the revised templates for service committees for 2013/14 budget estimates.</p> <p>EPSC Sept 2012 – The Chamberlain confirmed that greater alignment between service and financial planning would take place for 2013/14 and beyond.</p> <p>November 2012- Budget and activity reviews have been undertaken, targeted on areas where there is less budget/ activity alignment either because of time since the last review</p>	<p>Open</p>

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			or because of significant income/cost pressures. Zero based budgeting exercises have been conducted in Community and Children’s Services and Culture, Heritage and Libraries. In depth budget and activity reviews have been carried out in departments with significant income pressures- Built Environment and the Barbican.	
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Miscellaneous				
Report to 12/7/12 meeting: Item 5 Transformation and Efficiency Boards update	The Chamberlain will explore how future finance reports could include a breakdown of internal and external staffing costs charged to City Corporation projects, especially where recharges could be made.	Chamberlain – Future EPSC meeting	Estimated internal staff costs are now included in the gateway 1 and 2 template reports for City Corporation projects. The review of the breakdown of staff costs to projects is currently being specified. November 2012- work is currently underway and findings will be reported to the January meeting.	Open

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Thematic Reviews				
<p>Report to 18/5/12 meeting: Item 6</p> <p>Income generation initiatives</p>	<p>Members expressed a desire to be updated on the agreed actions:</p> <ul style="list-style-type: none"> • To establish a Corporate Project Board to work with Chief Officers to identify new income streams and priority areas to increase the level and scope of charges made for existing services. • To give consideration to identifying services which, in accordance with the Local Government Act 2003, might require the establishment of trading accounts to exploit income generation opportunities. 	<p>Chamberlain – Future EPSC meetings</p>	<p>October 2012 – Focus of project being re-scoped following discussion at October Efficiency Board. Focus will be more targeted, focusing on Departments and activities where a more commercial approach to income generation would be beneficial.</p>	<p>Open</p>