

Committee:	Date:
Finance Committee	08/12/2020
Subject: Draft Chamberlain's Business Plan for 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	5, 8, 9, 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain	For Approval
Report author: Grace Rawnsley, Head of the Chamberlains Fundamental Review	

Summary

This report presents for approval the Business Plan for the Chamberlain's Department for 2021/22.

Recommendation

The committee is recommended to:

- i) Note the factors taken into consideration in compiling the Chamberlain's Department Business Plan; and
- ii) Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan for Chamberlain's for 2021/22 (or the elements therein that fall within this committee's Terms of Reference).

Main Report

Background

1. Business Plans for 2021/22 are being presented based on current departmental structures. These will be adjusted, alongside budgets, when any changes to these structures are implemented as part of the new Target Operating Model.
2. To ensure the future suitability of these plans, the Chamberlain's Department has reported by division where possible.

Current Position

3. Business Plans are aligned to departments, so all financial information presented within the Business Plan reflects the departmental budget rather than the Committee budget.
4. The elements of the Business Plan presented that are relevant to this committee are:
 - Financial Services
 - Commercial and procurement
 - Information Technology
 - Internal Audit and Risk Management
 - Responsible Business, Business Support and Chamberlain's Court
5. This Business Plan is based on a budget reduction of 12%. Members are asked to note the below as the proposed method for achieving the budget reduction:
 - a. Tactical holding of vacancies across the department this year will provide 75% of the budget reduction.
 - b. The remaining 25% will be found from the following proposed options:
 - Reviewing the use of contractors and agency staff.
 - Adopting charging mechanisms for project work where additional resource requests arise
 - Prioritising financial support to key financial decisions and committees (rather than providing blanket coverage)
 - Prioritising buying service on £100k and above
 - Adjusting scale of internal audit plan, whilst still providing sufficient assurance to CoL
 - Reviewing elements of IT contracts, including time coverage of support
6. Chamberlain's need to make further fundamental review savings however, projects aiming to create savings in 21/22 have been delayed due to Covid19 and the impact of the restructuring moratorium. We are committed to delivering these projects but recognise that the majority will not realise savings or income in 21/22 and as a result will need to be reprofiled into the 22/23 budget.

Proposal

7. The draft high-level summary Business Plan for Chamberlain's is presented at **Appendix 1**.

Key Data

8. Key data is presented within the draft high-level summary Business Plan for Chamberlain's is presented at **Appendix 1**.

Corporate & Strategic Implications

9. Strategic implications – Strategic priorities and commitments are expressed in **Appendix 1**.
10. Financial implications – The draft high-level summary Business Plan at **Appendix 1** has been drawn up on the basis of an 12% reduction in the departmental budget compared to 2020/21. This is to support the achievement of an overall budget reduction of 12% and the previously committed Fundamental Review savings.
11. Risk implications – Key risks managed by the department and their flightpaths are included in the draft high-level summary Business Plan at **Appendix 1**.
12. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
13. Equalities implications – All proposals for change associated with the business plan presented will undergo the appropriate Test of Relevance and EQIA if required.
14. Climate Implications – The Chamberlain's Department has a pivotal role to play in delivering the Climate Action Strategy. The Responsible Business team work closely with the Climate Action programme team and are responsible for delivering carbon reductions across Scope 3 emissions (investments and supply chain) as well as supporting with the organisational Scope 2 emissions through responsible procurement.
15. Security implications – No new security implications are arising from this report.

Conclusion

16. This report presents the draft high-level summary Business Plan for 2021/22 for the Chamberlain's Department. This committee is recommended to approve it in respect of the elements relevant to its Terms of Reference (listed in paragraph 4).

Appendices

- Appendix 1 – Draft High-level summary Business Plan 2021/22 for Chamberlain's Department

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