

NOTE TO THE EFFICIENCY AND PERFORMANCE SUB COMMITTEE

1. This note records the outcome of work undertaken as part of the "joining up" agenda on an improved diary system (to avoid clashes) and to enable Member preference to be taken into account by Mansion House in the issue of their invitations.
2. The diary system for events is now operational and may be found in the Corporation's 'Outlook' e-mail system as a shared calendar "COL Events". The system allows all departments organising City Corporation or Mayoral events to input into the diary. All departments concerned (Remembrancer's, Public Relations, EDO and Mansion House) have committed to entering their events on the system.
3. The system should ensure the avoidance of clashes caused by events being arranged by different departments at the same time. It also provides information about future events undertaken by the Corporation across departments. The diary is accessible by Members.
4. Arrangements for Members to express their preferences in relation to invitations to set piece dinners at Mansion House were contained in a note to Members from the Private Secretary in February. This was the product of discussions involving the Chief Commoner and Chairman of Policy, the Remembrancer and the Private Secretary with approval of the Lord Mayor. Essentially, Members' preferences will be met unless the event in question is oversubscribed in which case there will be a ballot and those who are unsuccessful will be given priority on the next subsequent occasion of that event.
5. Issues arising from the meeting of the sub-Committee's February meeting (recorded in the Minutes before this sub-Committee today) will be reported on at the next meeting.

Paul Double
City Remembrancer