

EFFICIENCY AND PERFORMANCE SUB-COMMITTEE (EPSC) - Outstanding Actions (as at 20/2/2014)

	Meeting Date and Item	Action	Officer responsible and target date (where applicable)	Progress updates	Priority (High / Medium / Low)
3	Departmental report – Barbican Centre				
3.1	Report to 24/11/11 meeting: Item 12 Barbican Centre Update	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 Update as necessary	January 2014: Month 9 2013/14 position is a year-to-date overspend against budget of £549k, largely due to lower than expected box office income for the gallery and cinema. With stronger performance expected in the next three months and changes in the programme, the forecast year end overspend reduces to £275k. The Centre is working on further measures to address this overspend.	Medium
4	Improved co-ordination (“Joining-up”) between Mansion House, Guildhall complex and the Central Criminal Court				
4.2	Report to 17/7/13 meeting: Item 6 Inter-Departmental Events Co-ordination	Members requested a progress report in one year's time.	Remembrancer July 2014	February 2014 - Remembrancer's update: Since the establishment of the Corporate Events Management Group, it has met on a quarterly basis. Membership has been extended to include the Department of Culture, Heritage and Libraries and the Barbican Centre. Issues discussed at such meetings have included the events diary system,	Low

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				use of advance information about guests at events, costs incurred in letting the Guildhall complex, and commemoration of major anniversaries including the centenary of the First World War and the 800 th anniversary of the Magna Carta. A paper drawing together the commemorative events planned by the City Corporation and associated bodies relating to the First World War is being circulated to the Hospitality Working Party.	
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7	Efficiency Board issues				
7.2 ◆	<p>Report to 22/1/14 meeting: Item 7</p> <p>Triggers reports</p>	Members questioned the effectiveness of the current triggers.	Chamberlain March 2014	March 2014: This is considered within the report on the sub-Committee's Terms of Reference	Medium
7.3	<p>Report to 30/1/13 meeting: Item 5</p> <p>Triggers for departmental reporting: "50 Ways to Save"</p>	Members requested that officers review and report back on the incentives offered to staff who suggest good ideas through the City Corporation's Staff Suggestion Scheme and also the level of uptake.	Deputy Town Clerk May 2014	<p>May 2013: Members noted proposals for a full review of the Staff Suggestion Scheme, which were subsequently agreed by the Establishment Committee.</p> <p>September 2013: Proposals for a revised scheme were approved by the Performance and Strategy Summit Group.</p> <p>February 2014: Further work to investigate a technology platform to support the processes being</p>	Medium

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				carried out with Agilisys.	
7.5	Report to 8/5/13 meeting: Item 5 Transformation and Efficiency Boards - update	A report to be presented on the review of Supplies & Services and Third Party Payments.	Chamberlain May 2014	November 2013: Update report presented to sub-Committee. Results of on-going reviews to be reported in 2014.	Medium
7.6 ◆	Report to 6/11/13 meeting: Item 5 Transformation and Efficiency Boards - update	Members agreed that the programme of agreed Service Based Review savings will be monitored by the sub-Committee.	Chamberlain and Deputy Town Clerk March 2014 onwards	December 2013: Savings totalling £1.937m agreed by the Resource Allocation sub-Committee March 2014: This is considered within the report on the sub-Committee's Terms of Reference.	High
7.7 ◆	Report to 6/11/13 meeting: Item 5 Transformation and Efficiency Boards - update	Reports on the London performance dashboard to indicate how many boroughs have provided information for each indicator.	Head of Corporate Performance and Development March 2014 onwards	March 2014: The dashboards now show how many authorities have submitted data for each indicator.	Low
7.8	Report to 6/11/13 meeting: Item 5 Transformation and Efficiency Boards - update	Next report on annual CIPFA benchmarking to show trend data and areas where legal fees were increasing.	Chamberlain November 2014	February 2014: The next annual report to be presented will report on the 2012/13 indicators – expected towards the end of 2014.	Medium
7.9	Report to 6/11/13 meeting: Item 7	The Deputy Town Clerk agreed to implement a	Deputy Town	March 2014: Members should contact Member	Medium

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◆	Supplies and Services and Third Party Payments	suggestion for a point of contact for members who no longer required particular journals or publications.	Clerk March 2014	Services in the Town Clerk's Department.	
7.10 ◆	Report to 22/1/14 meeting: Item 5 Transformation and Efficiency Boards – update	Existing appendix 1 to be replaced with table showing Service Based Review savings	Head of Corporate Performance and Development March 2014 onwards	February 2014: Agreed savings will be added to the savings schedule reported to every sub-Committee meeting.	High

8	Transformation Board issues				
8.1	Report to 18/9/12 meeting: Item 6 Shared Services (City Corporation & City Police)	Members noted that non-emergency Police calls were being answered by the City Corporation's contact centre and were keen to consider recharging options should this become a permanent arrangement. They also noted that any decisions to recharge for services should be applied consistently across all departments.	Deputy Town Clerk / Chamberlain July 2014	January 2013 (report to Police Committee): "The call handling pilot has been successful in both reducing the volume of calls received in the CoLP Control Room and in making significant improvements to the percentage of non-emergency calls answered within 30 seconds. This is now consistently above target. Following an initial evaluation of the pilot to date, options for extending both the volume and nature of calls the shared Contact Centre handle are being considered in light of the Force's overall Contact Management Strategy." July 2013 – A project board has been formed to progress the joining up of the City's Contact Centre	Low

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				<p>and Police Command Centre, following agreement of the key principles. The project board is due to meet on 16th July, followed by a tactical workshop on 18th July.</p> <p>November 2013: A comprehensive review is being undertaken of all collaborative/shared services – first draft discussed at Transformation Board on 5th November.</p>	
8.2	<p>Report to 22/1/14 meeting: Item 6</p> <p>90 day review of the City of London Procurement Services (CLPS)</p>	Members noted that a report on the Accounts Payable process was due to be submitted to the Finance Committee, which could be subsequently referred to this sub-Committee.	Chamberlain February 2014	February 2014: A report was considered by the Finance Committee on 18 th February.	Medium
9	Miscellaneous				
9.1	<p>Report to 6/11/13 Meeting: Item 13</p> <p>Staff Costs Charged to Projects</p>	Members requested a report on the updated methodology and charging policy at a future meeting.	Chamberlain May 2014		
9.2	<p>Report to 18/9/12 meeting: Item 5</p>	Minutes of Transformation Board (TB) and Efficiency Board (EB) to be sent to selected Members for their	Head of Corporate Performance	<p>June 2013 meetings – sent 19/9/13</p> <p>July 2013 meetings – sent 16/1/14</p>	Low

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	Transformation and Efficiency Boards update	information.	and Development Monthly	August 2013 meetings – sent 16/1/14 September 2013 meetings – sent 16/1/14 October 2013 meetings – sent 16/1/14	
9.3 ◆	Report to 22/1/14 meeting: Item 4 Outstanding Actions	Members requested that the outstanding actions schedule be updated with actions arising from each meeting before the next meeting, rather than after the minutes are agreed.	Head of Corporate Performance and Development January 2014 onwards	January 2014: Change to process implemented.	Low
9.4 ◆	Report to 22/1/14 meeting: Item 4 Outstanding Actions	Members discussed possible changes to the sub-Committee's Terms of Reference.	Town Clerk March 2014	March 2014: Report on the Terms of Reference presented to the sub-Committee for discussion.	High