

EFFICIENCY AND PERFORMANCE SUB-COMMITTEE (EPSC) - Outstanding Actions (as at 17/6/2014)

	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				
7.3	Report to 30/1/13 meeting: Item 5 Triggers for departmental reporting: “50 Ways to Save”	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 Sept 2014	May 2013: Members noted proposals for a full review of the Staff Suggestion Scheme, which were subsequently agreed by the Establishment Committee. September 2013: Proposals for a revised scheme were approved by the Performance and Strategy Summit Group. February 2014: Further work to investigate a technology platform to support the processes being carried out with Agilisys.	Medium
7.5 ◆	Report to 8/5/13 meeting: Item 5 Transformation and	A report to be presented on the review of Supplies & Services and Third Party Payments.	Chamberlain July 2014	November 2013: Update report presented to sub-Committee. Results of on-going reviews to be reported in 2014.	Medium

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	Efficiency Boards - update				
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
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 Sept 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 and Police Command Centre, following agreement of the key principles. The project board is due to meet on 16 th July, followed by a tactical workshop on 18 th July.	Low

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				November 2013: A comprehensive review is being undertaken of all collaborative/shared services – first draft discussed at Transformation Board on 5 th November.	
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.	High
9	Miscellaneous				
9.1	<p>Report to 6/11/13 Meeting: Item 13</p> <p>Staff Costs Charged to Projects</p>	Members queried the overall allocation of the central departments' recharges to service committees. The Financial Services Director advised that methodologies were available on the intranet but they were somewhat fragmented and would need to be consolidated into one document. The Chief Accountant was currently reviewing apportionments. The Sub Committee asked to see	Chamberlain Sept 2014	March 2014: A report on the updated methodology and charging policy would be reported at a future meeting.	Medium

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		the final document.			
9.2	<p>Report to 18/9/12 meeting: Item 5</p> <p>Transformation and Efficiency Boards update</p>	Minutes of Transformation Board (TB) and Efficiency Board (EB) to be sent to selected Members for their information.	<p>Head of Corporate Performance and Development</p> <p>Monthly</p>	<p>June 2013 meetings – sent 19/9/13</p> <p>July 2013 meetings – sent 16/1/14</p> <p>August 2013 meetings – sent 16/1/14</p> <p>September 2013 meetings – sent 16/1/14</p> <p>October 2013 meetings – sent 16/1/14</p>	Low
9.5 ◆	<p>Report to 5/3/14 meeting: Item 7</p> <p>Sub Committee Terms of Reference</p>	Members amended the Terms of Reference and requested a follow-up report to the next meeting on how the Sub Committee would fulfil its revised terms of reference.	<p>Town Clerk and Chamberlain</p> <p>July 2014</p>		High