

EFFICIENCY AND PERFORMANCE SUB-COMMITTEE - Outstanding Actions (as at 27/8/2014)

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	30 January 2013	<p><b>Staff Suggestion Scheme</b> 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.</p>	Deputy Town Clerk	November 2014	<p><b>May 2013:</b> Members noted proposals for a full review of the Scheme, which were subsequently agreed by the Establishment Committee.</p> <p><b>September 2013:</b> Proposals for a revised scheme to engage staff and encourage innovation were approved by the Performance and Strategy Summit Group.</p> <p><b>July 2014:</b> An officer project team is leading on the re-launch of the general scheme, and reviewing ideas around technology and incentives to encourage participation from staff members. An appropriate software package has been identified, which will be tested before roll-out in the autumn.</p> <p><b>September 2014:</b> A report to the Summit Group proposes a three-month pilot test of the new scheme, incorporating a revised reward element, and using an online platform to encourage more openness and collaboration. A further update will be provided in November.</p>
2.	6 November 2013	<p><b>CIPFA Benchmarking: Legal Services</b> Next report on annual CIPFA benchmarking to show trend</p>	Chamberlain	November 2014	The next report to be presented will report on the 2012/13 indicators – expected towards the end of 2014.

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		data; and areas where fees for specialist external legal services were increasing.			
3.	6 November 2013	<b>Apportionment of central support costs</b> Members queried the overall allocation of the central departments' recharges to service committees. The Financial Services Director noted that the Chief Accountant would be reviewing apportionments. The Sub Committee asked to see a report on the issue.	Chamberlain	September 2014	<b>DISCHARGED:</b> Report presented to Efficiency and Performance Sub Committee in September 2014.
4.	5 March 2014	<b>Shared Services and collaboration between the City Corporation and the City Police</b> Members noted that, following updates to the Sub Committee on individual elements of Shared Services with the City	Deputy Town Clerk	September 2014	The Sub Committee has previously received updates on elements of shared service, including Occupational Health, call handling and IS services.  <b>DISCHARGED:</b> Report presented to Efficiency and Performance Sub

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		Police, a report would be prepared on the full range of collaborative/shared services.			Committee in September 2014.
5.	2 July 2014	<b>City Procurement service</b> Members requested that future Finance Committee reports on the City Procurement service also be presented to the Sub Committee.	Chamberlain	September 2014	<b>DISCHARGED:</b> Report presented to Efficiency and Performance Sub Committee in September 2014.
6.	2 July 2014	<b>Committee Terms of Reference</b> Members requested that a report be presented to the Sub Committee in September 2014 including proposals for a process and mechanism for reporting on the Service Based Review programme.	Chamberlain and Deputy Town Clerk	September 2014	<b>DISCHARGED:</b> Report presented to Efficiency and Performance Sub Committee in September 2014.
7.	2 July 2014	<b>Supplies &amp; Services/Third Party Payments</b> Members requested a further report to the Sub Committee following completion of the	Chamberlain	February 2015	<b>September 2014:</b> Work has been scheduled within the internal audit programme for later in the financial year with a target of providing a report to the

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		Internal Audit VFM review of consultancy fees and the joint work planned between internal audit and City Procurement on Professional, Management and Consultancy Fees.			Sub Committee in February 2015. A full audit investigation analysis will be undertaken working with the City Procurement service.
8.	2 July 2014	<p><b>Supplies &amp; Services/Third Party Payments</b></p> <p>Members requested that the result of the detailed review of the Police Forensic Service Framework and Open Spaces Winter works by City Procurement with the relevant departments be reported back to the Sub Committee via this outstanding actions report.</p>	Chamberlain	November 2014	<p><b>September 2014:</b> Both these areas of spend will be added to the sourcing plans for the relevant City Procurement Category Boards for allocation of priority for review. An update will be provided at the next Sub Committee through the outstanding actions list.</p>