

EFFICIENCY AND PERFORMANCE SUB-COMMITTEE - Outstanding Actions (as at 15/1/2015)

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	30 January 2013	Staff Suggestion Scheme 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	January 2015 (report to Chief Officers Summit Group)	<p>September 2014: A report to the Summit Group proposed 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.</p> <p>October 2014: The Summit Group raised a number of questions regarding the proposed new scheme, and the software to be used.</p> <p>January 2015: The Summit Group received a further report, resolving the issues raised at the earlier meeting, and recommending the running of a pilot test of the scheme.</p>
2.	6 November 2013	CIPFA Benchmarking: Legal Services Next report on annual CIPFA benchmarking to show trend	Chamberlain	January 2015 (report to Efficiency)	October 2014: Results for Finance, HR and Legal Services benchmarking being discussed with relevant Chief Officers.

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		data; and areas where fees for specialist external legal services were increasing.		and Performance Sub Committee)	<p>January 2015: A report on the 2013/14 indicators is presented to the Efficiency and Performance Sub Committee.</p> <p>DISCHARGED</p>
3.	2 July 2014	<p>Supplies & Services/Third Party Payments Members requested a further report to the Sub Committee following completion of the Internal Audit VFM review of consultancy fees and the joint work planned between internal audit and City Procurement on Professional, Management and Consultancy Fees.</p>	Chamberlain	<p>May 2015 (report to Efficiency and Performance Sub Committee)</p>	<p>October 2014: The consultancy spend review is expected to be concluded in March 2015 and reported to the Sub Committee in May. City Procurement are currently analysing and investigating spend with consultants and temporary labour.</p> <p>January 2015: The consultancy spend review is on target to complete in March 2015 and be reported to the Sub Committee in May. This work will be inclusive of work by Baker Tilly, focusing specifically on any tax implications.</p>

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4.	2 July 2014	<p>Supplies & Services/Third Party Payments 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	<p>January 2015 (update to Efficiency and Performance Sub Committee)</p>	<p>October 2014: The Police Forensic Services framework was extended for 12 months and City took the option to be part of this extension to allow time to consider alternative strategy for future contractual relationships, this will be progressed via the Police Procurement Working Group. DISCHARGED.</p> <p>The Open Spaces winter works will be managed through the Land Management Category Board chaired by Director of Open Spaces - this specific item will managed at an appropriate time in relation to service priorities/risk and spend.</p> <p>January 2015: City Procurement have reviewed the use of Winter Works jobs by Open Spaces. Lessons learned from their use has resulted in the development of a specification template for future use. DISCHARGED</p>

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5.	10 September 2014	Oversight of Corporate Programmes Members agreed that the Sub Committee would meet every two months.	Town Clerk	October 2014	October 2014: Dates for 2015 have been agreed and Members notified. January 2015: A forward plan for 2015 is presented to the Efficiency and Performance Sub Committee. DISCHARGED
6.	10 September 2014	Oversight of Corporate Programmes Members requested that a monitoring sheet and standard format for reporting be presented to the next meeting. (NB The November 2014 meeting of the Sub Committee was cancelled.)	Deputy Town Clerk	January 2015 (report to Efficiency and Performance Sub Committee)	October 2014: A full report will be submitted to the Sub Committee in January 2015. January 2015: Monitoring report presented to the Efficiency and Performance Sub Committee. DISCHARGED
7.	10 September 2014	Collaborative Services (City of London Corporation and City of London Police) Members requested that the	Deputy Town Clerk	March 2015 (report to Efficiency and	September 2014: The report was received by the Performance and Resource Management Sub (Police) Committee, who asked to receive future

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		follow-up report tracking progress and savings make reference to consideration of sharing HR services, and cashable savings.		Performance Sub Committee)	follow-up reports (every six months). January 2015: Next report on track for March 2015.
8.	10 September 2014	Central Support Service Costs and the Allocation or Apportionment to the City's Activities Members agreed to receive a further report, within six months, on the review and updating of the methodologies for the recovery of costs, with the aim of improving the appropriateness of distributions.	Chamberlain	March 2015 (report to Efficiency and Performance Sub Committee)	October 2014: A follow-up report will be submitted to the Sub Committee in March 2015. January 2015: Next report on track for March 2015.
9.	10 September 2014	City of London Energy Fund Members highlighted the need for a business case to be added to the report.	City Surveyor (with Chamberlain and Deputy Town Clerk)	December 2014 (report to Finance Committee)	December 2014: The Finance Committee: - agreed an energy reduction target of 9% for the period 2014/15 – 2017/18;

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					<ul style="list-style-type: none"> - agreed that the City Surveyor should be tasked with bringing appropriate “invest to save” schemes through the Project Procedure; - agreed that the City Surveyor should be tasked with revising targets (annually) for individual Chief Officers based on their savings potential; - noted the work to establish an internal Energy Efficiency Fund (EEF) to provide funding of up to £0.5m for a trial period of 1 year for smaller energy efficiency projects; and - noted the recommendations of the Strategic Energy Review. <p>A bid detailing the EEF proposal and how the funding will be resourced will be made to Resource Allocation sub-Committee in the near future.</p>