

<b>Committee</b>	<b>Dated:</b>
Finance Committee	21 July 2015
<b>Subject:</b> Chamberlain's Business Plan - First Quarter Update	<b>Public</b>
<b>Report of:</b> Chamberlain	<b>For Information</b>

### **Summary**

This report provides Members with a brief update of assurance that the Chamberlain's department is making good progress in the delivery of the 2015/16 Departmental Business Plan.

### **Recommendation**

Members are asked to note the report.

### **Main Report**

#### **Background**

1. The Chamberlain's Department Business Plan for 2015-2016 was approved by Finance Committee on 14<sup>th</sup> April 2015. This report has been produced to provide Members with a summary of progress against key deliverables and performance in quarter one of the current financial year.

#### **Current Position**

2. It is a requirement of the Corporate Business Planning Framework that business plan delivery update reports be provided to Committee on a quarterly basis. The Committee cycle has resulted in this first update falling very close to the period end and, as such it has not been possible to obtain performance statistics against a number of our departmental key performance indicators (KPIs), shown in our departmental Performance Scorecard at Appendix 1 to this report. These KPIs will be updated and provided with the next quarterly report.

#### **Delivery against Key Improvement Objectives**

3. Progress in the delivery of our Key Improvement Objectives (provide strategic financial management across the City Corporation, deliver effective service operations and enable change and transformation) is good. Two points are of note:
  - Successful implementation of Oracle R12 and effective implementation of related business changes (Provide Strategic Financial Management) – this

and corresponding milestones have been aligned to the revised programme delivery timetable of September 2015.

- Business processes work efficiently and effectively (Provide Strategic Financial Management) – compliance with the No PO No Pay policy is exceeding anticipated performance by 5% with 93% of all relevant invoices paid matched to a purchase order.

The remaining milestones are on track for delivery in accordance with agreed timescales and will be reported against as they become due or where timescales are amended.

### **Delivery against Key Performance Indicators**

4. The Chamberlain's Performance Scorecard is shown as Appendix 1 to this report. This shows only limited information at this stage in the year, this information will continue to be updated throughout the year and it is anticipated that, when making the next report to the October Finance Committee, a progress update for the first half of the year will be made in full.

### **Budget Position**

5. At the end of quarter 1 the Chamberlain's department is forecasting budget break-even at year end.

### **Conclusion**

6. Members are asked to note that good progress is being made in the delivery of the Chamberlain's business plan. Performance for the first quarter of the year is in line with expectations although reported on limited information.

### **Appendices**

- Appendix 1 – Chamberlain's Department Performance Scorecard

### **Background Papers**

Report to Finance Committee 14/04/2015: Chamberlain's Business Plan 2015/16

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