

## EFFICIENCY AND PERFORMANCE SUB (FINANCE) COMMITTEE

Monday, 7 March 2016

Minutes of the meeting of the Efficiency and Performance Sub (Finance) Committee held at the Guildhall EC2 at 1.45 pm

### Present

#### Members:

Jeremy Mayhew (Deputy Chairman)  
Randall Anderson  
Nicholas Bensted-Smith  
Nigel Challis  
Deputy Anthony Eskenzi

John Fletcher  
Deputy Jamie Ingham Clark  
Deputy John Tomlinson  
Philip Woodhouse

#### Officers:

Susan Attard	- Deputy Town Clerk
Christopher Braithwaite	- Town Clerk's Department
Neil Davies	- Town Clerk's Department
Peter Kane	- Chamberlain
Caroline Al-Beyerty	- Chamberlain's Department
Christopher Bell	- Chamberlain's Department
Peter Bennett	- City Surveyor
Professor Barry Ife	- Principal, Guildhall School of Music and Drama

#### 1. **APOLOGIES**

Apologies were received from Deputy Roger Chadwick and Ian Seaton.

#### 2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

#### 3. **MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 13 January 2016 be agreed as an accurate record.

#### 4. **OUTSTANDING ACTIONS**

The Sub-Committee considered a report of the Town Clerk which set out the outstanding actions from previous meetings of the Sub-Committee.

The Chairman explained that a report on the Staff Suggestion Scheme would be submitted to the Sub-Committee at its next meeting.

The Sub-Committee also noted that there were indications that the future funding of Local Government finance may not be as positive as had previously been forecasted. Therefore, the Sub-Committee noted that it was vital that the

Corporation published an Efficiency Plan to achieve four-year certainty of Government funding.

**RESOLVED** – That the Committee notes the report.

5. **SERVICE BASED REVIEW ROADMAP**

The Sub-Committee considered a report of the Deputy Town Clerk which provided the latest update in respect of the agreed Service Based Review projects and cross-cutting reviews in the format of the Service Based Review Roadmap

The Chairman commented that he had requested an update on progress with the remodelling of Libraries project at that morning's Culture, Heritage and Libraries Committee. He explained that he had been assured that any delay with this project would not have any impact on the department's budget savings.

The Deputy Town Clerk advised Members that all Committees which would gain responsibility for making thematic grants were due to receive a report outlining their responsibilities.

**RESOLVED** – That the Sub-Committee notes the report.

6. **INCOME GENERATION - REPORT OF A CROSS-CUTTING SERVICE BASED REVIEW**

The Sub-Committee considered a report of the Chamberlain (on behalf of the Performance and Strategy Summit Group) which provided information regarding the outcomes of the cross-cutting review of Income Generation opportunities, which had been commissioned as part of the Service Based Review.

Members noted that it was vital that there was clarity regarding which department was responsible for delivering income generation in each area, particularly noting the potential for confusion in areas where the City Surveyor provided services to other departments of the Corporation, such as housing.

**RESOLVED** – That the Committee:

- a) endorses the report and recommendations;
- b) agrees headline recommendation 1 ("Harmonise the approach to setting all charges, fees and debt recovery for City Fund services with those of other relevant authorities within 12 months, unless a compelling business case is agreed for individual exceptions").

7. **WORK PLAN FOR FUTURE MEETINGS**

The Sub-Committee considered a report of the Town Clerk which set out the work plan for future meetings.

**RESOLVED** – That the Sub-Committee notes the report.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

10. **EXCLUSION OF THE PUBLIC**

**RESOLVED** - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**Item(s)**

11-17

**Paragraph(s)**

3

11. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**

The non-public minutes of the meeting held on 13 January 2016 were agreed as an accurate record.

12. **SERVICE BASED REVIEW SAVINGS - DEPARTMENTAL MONITORING - QUARTER 3**

The Sub-Committee noted a report of the Chamberlain which provided the quarterly budget monitoring update for Departments' Service Based Review savings programmes.

13. **GUILDHALL SCHOOL OF MUSIC AND DRAMA - OPERATING MODEL REVIEW**

The Sub-Committee noted a report of the Chamberlain which provided information regarding the operating model of the Guildhall School of Music and Drama.

14. **STRATEGIC ASSET MANAGEMENT SERVICE BASED REVIEW - PROCURING AND MANAGING SERVICES**

The Sub-Committee considered and approved a joint report of the Chamberlain and the Comptroller and City Solicitor which provided details of the outcome of the review of Procuring and Managing Services which had been commissioned as part of the Service Based Review.

15. **STRATEGIC ASSET MANAGEMENT SERVICE BASED REVIEW - ASSET AND FACILITIES MANAGEMENT**

The Sub-Committee noted a report of the Deputy Town Clerk which provided the Committee with information of the outcomes of the review of Asset and Facilities Management which had been commissioned as part of the Service Based Review.

16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

**17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

**The meeting closed at 3.10 pm**

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Chairman

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