

# EFFICIENCY AND PERFORMANCE SUB COMMITTEE OF THE FINANCE COMMITTEE

Friday, 18 May 2012

Minutes of the meeting of the Efficiency and Performance Sub Committee of the Finance Committee held at Committee Rooms 3 & 4 - 2nd Floor, West Wing, Guildhall on Friday, 18 May 2012 at 2.15 pm

## Present

### Members:

Roger Chadwick (Chairman)  
Ray Catt (Deputy Chairman)  
Nigel Challis  
Deputy Anthony Eskenzi  
Deputy Revd Stephen Haines  
Anthony Llewelyn-Davies  
Jeremy Mayhew

### Officers:

Susan Attard	- Deputy Town Clerk
Neil Davies	- Town Clerk's Department
Claire Sherer	- Town Clerk's Department
Chris Bilsland	- Chamberlain
Suzanne Jones	- Chamberlain's Department
Paul Nagle	- Chamberlain's Department

## Part 1 – Public Agenda

### 1. APOLOGIES

Apologies for absence were received from Deputy Edward Lord, Deputy Dr Giles Shilson and John Tomlinson.

### 2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS

There were no declarations.

### 3. MINUTES OF THE PREVIOUS MEETING

#### MATTERS ARISING

The Deputy Town Clerk highlighted the action in relation to improving the use of the City Corporation's CRM database and advised Members that work was continuing although further work was required on joining up the departmental diaries to create a central Corporation diary.

**RESOLVED:** That the minutes of the meeting held on 16 March 2012 be approved as an accurate record.

4. **FUTURE WORK PROGRAMME**

The Sub Committee were asked to consider and endorse the proposals for its future work programme. Members were broadly happy with the proposals, so long as the programme was flexible, allowing for matters to be added or removed as necessary. In particular, Members endorsed the new focus on wider City Corporation issues (rather than departmental reporting) so long as they reserved the right to review individual departments as and when particular issues arose. The Chamberlain agreed to report on possible trigger points and metrics which could be used by the Sub Committee to decide whether a department should be reviewed in detail.

The Deputy Chairman requested that a list of all the follow up action items from all the previous Departmental reviews held during the period March 2011 - March 2012, together with an update on all outstanding items, be provided to this Sub Committee at the next meeting.

**RESOLVED:** That:-

- (i) the list of proposed issues for further research (as set out in the report) be endorsed on the basis that it would be adapted as required;
- (ii) the Chamberlain would report on possible trigger points and metrics which could be used by the Sub Committee to decide whether a department should be reviewed in detail; and
- (iii) an update report on agreed actions from the departmental reviews be brought to the meeting on 12 July 2012.

5. **TRANSFORMATION AND EFFICIENCY BOARDS UPDATE**

The Deputy Town Clerk advised Members that £150,000 efficiency savings within the HR department had been achieved as planned with a further £150,000 savings anticipated as part of phase 2. She also advised Members that the newly appointed Comptroller & City Solicitor had updated the Transformation Board on his experience of cross-borough working. Members requested that he be invited to the next meeting as they were interested in hearing this first hand.

Members were then advised of two minor corrections to the report in that the role of 'HR Consultant' (as at paragraphs 3 and 7 of the report) should have been 'Head of Corporate HR' and the subtotal (as at Table 3 on page 18 of the report) should be 17,279, not 177,279.

**RESOLVED** - The report was received and that the Comptroller & City Solicitor would be invited to the next Sub Committee meeting in order to provide an overview of his experience in cross-borough working.

6. **INCOME GENERATION INITIATIVES**

The Sub Committee were advised of a new corporate project being set up to identify new income streams for the City Corporation. Members were supportive of the approach and were keen to receive updates on how the project progresses, particularly in sharing current good practice and embedding a more commercial approach within certain areas of the organisation.

**RESOLVED:** That:-

- (i) A Corporate Project is to be initiated to work with Chief Officers to identify new income streams and identify priority areas to increase the level and scope of charges made for existing services; and
- (ii) Within this, consideration will be given to identifying services which, in accordance with the Local Government Act 2003, might require the establishment of trading accounts in order to exploit income generation opportunities.

**7. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

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

There was no other business.

**9. EXCLUSION OF THE PUBLIC**

**MOTION** - 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 the Schedule 12A of the Local Government Act.

<b>Item No.</b>	<b>Paragraph(s) in Schedule 12A</b>
10	3
11 - 12	-

**Part 2 – Non-Public Agenda**

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

**MATTERS ARISING**

The Chamberlain advised Members that the overall financial position of the Guildhall School of Music & Drama, including an update on fundraising activities for the new Milton Court building, would be brought to the next meeting on 12 July 2012.

**RESOLVED:** That the non-public minutes of the meeting held on 16 March 2012 be approved as an accurate record.

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

There were no questions.

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

There was no other business.

**The meeting ended at 3.15 pm**

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Chairman

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