

## **EFFICIENCY AND PERFORMANCE SUB (FINANCE) COMMITTEE**

**Wednesday, 12 October 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 (Chairman)        | Deputy Jamie Ingham Clark |
| Randall Anderson                | Ian Seaton                |
| Sheriff & Alderman Peter Estlin | Deputy John Tomlinson     |

#### **Officers:**

|                         |   |                                     |
|-------------------------|---|-------------------------------------|
| Christopher Braithwaite | - | Town Clerk's Department             |
| Neil Davies             | - | Town Clerk's Department             |
| Richard Horner          | - | Town Clerk's Department             |
| Kate Smith              | - | Town Clerk's Department             |
| Peter Kane              | - | Chamberlain                         |
| Caroline Al-Beyerty     | - | Chamberlain's Department            |
| Christopher Bell        | - | Chamberlain's Department            |
| Paul Nagle              | - | Chamberlain's Department            |
| Michael Cogher          | - | Comptroller and City Solicitor      |
| Paul Wilkinson          | - | City Surveyor                       |
| Peter Collinson         | - | City Surveyor's Department          |
| Ian Hughes              | - | Department of the Built Environment |

#### **1. APOLOGIES**

Apologies were received from Deputy Roger Chadwick, Deputy Anthony Eskenzi and Philip Woodhouse.

#### **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 6 July 2016 be agreed as an accurate record.

#### **4. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

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

### Staff Suggestion Scheme

The Chairman expressed his dissatisfaction that no further report had yet been received regarding the Staff Suggestion Scheme, following consideration of a report in May 2016. The Chairman commented that the Sub-Committee had requested that Officers produce a report to advise Members of how Officers would ensure that staff suggestions are effectively captured and, where appropriate, implemented. The Chairman also commented that the Sub-Committee had requested that Officers identified best practice from Departments which had been effective in using staff suggestions, and ensured that best practice was communicated to all Departments.

The Town Clerk advised that the Staff Suggestion Scheme was currently operated by the Internal Communications Team and had previously been the responsibility of the Deputy Town Clerk. Following her recent departure, that team was now under the management of the Director of Communications.

The Sub-Committee agreed that the Director of Communications should submit a report to the next meeting to provide the requested update on the Staff Suggestion Scheme. The Head of Corporate Strategy and Performance advised that she would ensure that this report also provided information regarding how Staff Suggestions could be incorporated into the Corporate Plan framework which was being developed. The Head of Corporate Strategy and Performance advised that Members would be consulted on this framework, through the Business Planning Working Group.

### Efficiency Plan

The Chairman requested that an initial report, providing information of additional savings plans beyond the current Service Based Review, in line with the Efficiency Plan, should be submitted to the Sub-Committee's next meeting. The Chairman commented that the purpose of this report should be to indicate how the Corporation could aim to embed a process of continuous improvement and associated efficiency savings throughout the organisation, rather than the existing process of periods of specific savings plans every few years, such as the Service Based Review.

**RESOLVED** – That the Committee:

- a) notes the report;
- b) agrees that the Director of Communications and Head of Corporate Strategy and Performance provide a report regarding the Staff Suggestion Scheme to the Sub-Committee's next meeting; and
- c) agrees that the Chamberlain provide a report regarding a process of continuous improvement and associated efficiency savings, in line with the Efficiency Plan, to the Sub-Committee's next meeting.

## 5. **WORK PROGRAMME FOR FUTURE MEETINGS**

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

The Chairman commented that the Work Programme required improvement in the categorisation of forthcoming reports to provide Members with sufficient

clarity regarding the purpose of each report. He requested that officers review the categories within the Work Programme and ensure accurate categorisation of reports, to ensure that it provided the information in a more appropriate structure.

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

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

There were no questions.

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

There were no items of urgent business.

8. **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.

| <b>Items</b> | <b>Paragraph</b> |
|--------------|------------------|
| 9-15         | 3                |

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

The non-public minutes of the meeting held on 6 July 2016 were agreed as an accurate record.

10. **DEPARTMENT OF THE BUILT ENVIRONMENT - SERVICE BASED REVIEW PROGRESS REPORT**

The Sub-Committee noted a report of the Director of the Built Environment which provided information of progress made by the Department of the Built Environment in achieving its saving targets, which were agreed within the Service Based Review.

11. **SERVICE BASED REVIEW - STRATEGIC ASSET MANAGEMENT**

The Sub-Committee noted a joint report of the Town Clerk, Comptroller and City Solicitor, City Surveyor and Chamberlain which provided an update regarding the implementation of the Strategy Review of Asset Management, which had been conducted as part of the Service Based Review.

12. **SERVICE BASED REVIEW MONITORING**

The Sub-Committee noted a joint report of the Town Clerk and Chamberlain which provided an update in respect of the Service Based Review cross-cutting reviews, key departmental projects, and the monitoring of realisation of the financial savings agreed under the Service Based Review.

13. **SERVICE BASED REVIEW - SAVINGS TARGET**

The Sub-Committee noted a report of the Chamberlain which provided updates regarding the Service Based Review savings targets.

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

There were no questions.

**15. 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 2.45 pm**

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Chairman

**Contact Officer: Chris Braithwaite  
tel.no.: 020 7332 1427  
christopher.braithwaite@cityoflondon.gov.uk**