

<b>Committee:</b> Finance Committee	<b>Date:</b> 13 December 2016
<b>Subject:</b> Report of the work of the Sub-Committees	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
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### Summary

On 19 July 2016, the Finance Committee agreed that, in addition to draft minutes of Sub-Committee meetings, short reports be provided to advise the Committee of the main issues considered by the Sub-Committees at recent meetings.

Since the last meeting of the Finance Committee, the following Sub-Committees have met:

- Finance Grants Oversight and Performance Sub-Committee on 15 November 2016
- Corporate Asset Sub-Committee on 18 November 2016
- Information Technology Sub-Committee on 25 November 2016
- Efficiency and Performance Sub-Committee on 30 November 2016

The main issues considered by these Sub-Committees in public session were as follows:

#### Finance Grants Oversight and Performance Sub-Committee – 15 November 2016

- Members discussed the importance of communicating how support could be fulfilled to those organisations previously assisted by the Finance Grants Sub Committee and redirected to other sources, where appropriate.
- Members agreed to publish Central Grants data bi-annually, on a discretionary basis, using the 360Giving Standard, which aligned with the requirements of the Local Government Transparency Code.

#### Corporate Asset Sub-Committee – 15 November 2016

- Members discussed the half-yearly energy usage report. Members were advised that energy usage across the Corporation appeared to be increasing, although this may be related to the more intensive use of assets.

#### Information Technology Sub-Committee on 25 November 2016

- The development of the IT Strategy had been well received across the organisation. Members discussed the impact of the anticipated changes across a number of reports.
- The Sub-Committee considered a report outlining the lessons learnt from the Oracle project. The risk register would be updated to capture the risk associated with failing to learn lessons from procurement processes.

#### Efficiency and Performance Sub-Committee on 30 November 2016

- Members received a presentation regarding embedding a culture of continuous improvement in the Corporation. Members welcomed the presentation, agreeing that embedding such a culture would be very beneficial

for the organisation, but noted that this would be a long-term objective and may be challenging to achieve.

- Members also received a presentation regarding the development of the Corporate Plan and Departmental Business Plans. Members noted that further development of this work was required, and that Member involvement and approval was vital.

A further report is available which advises of the discussions which took place during the non-public session of these meetings.

## **Recommendations**

The Committee is asked to note the report.

## **Main Report**

### **Background**

1. On 19 July 2016, the Finance Committee agreed that future meetings of the Committee should be provided with a report highlighting the main issues which were considered at recent meetings of the Sub-Committees, in addition to receiving minutes of those meetings.
2. Since the last meeting of the Committee, the following Sub-Committees have met:
  - Finance Grants Oversight and Performance Sub-Committee on 15 November 2016
  - Corporate Asset Sub-Committee on 18 November 2016
  - Information Technology Sub-Committee on 25 November 2016
  - Efficiency and Performance Sub-Committee on 30 November 2016

### **Finance Grants Oversight and Performance Sub-Committee on 15 November 2016**

3. At this meeting, Members received the Sub Committee's first outstanding actions list, noting particularly the importance of communicating how support could be fulfilled to those organisations previously assisted by the Finance Grants Sub Committee and redirected to other sources, where appropriate.
4. Members also received a report and presentation in respect of 360Giving, which aligned with the minimum requirements of the Local Government Transparency Code. Members noted that the code was not mandatory in respect of the funds being distributed through the Central Grants Unit and within the remit of the Sub Committee (being charitable or from City's Cash only). Therefore, there was no obligation on the City of London Corporation to join the scheme but it demonstrated good practice relating to transparency in the grant-making sector. Publication of relevant information was discretionary and the system allowed for the redaction of any sensitive data. The City Bridge Trust had joined the scheme in September 2016. The Sub Committee therefore agreed to publish its

Central Grants data, bi-annually, on a case by case basis. Officers agreed to share the report with the relevant Service Committees and the Livery Committee, in order to ensure the trustees of the charities that form part of the Central Grant Programme were consulted.

#### **Corporate Asset Sub-Committee on 18 November 2016**

5. At this meeting, Members discussed the half-yearly energy usage report. Members were advised that there appeared to be a trend of increasing energy usage across the Corporation, although this may be related to the more intensive use of assets. A further report on this matter is due to be submitted to the Sub-Committee's next meeting. The City Surveyor also advised the Sub-Committee that he would re-establish the Energy Board to ensure issues in relation to energy were addressed.

#### **Information Technology Sub-Committee on 25 November 2016**

6. At this meeting, Members discussed on the review of two existing contracts; the managed print service and the Microsoft volume reseller contract. Members felt that the procurement of the former presented an opportunity to address issues related to over use of printing. The link to the wider strategy for departments to be responsible for their IT resources was noted.
7. In relation to the Microsoft Volume reseller contract, Members discussed whether the introduction of Office 365 would present an opportunity to reduce the number of licenses required by staff. Officers confirmed that there would be scope to remove licenses for peripheral products, and for there to be expiration on unused licenses, however, core product licenses would still be required for almost all staff.
8. Members further considered a report which outlined the learning from the Oracle upgrade project. Members noted that although the lessons had been outlined, they had yet to be embedded in practice. It was felt that capturing on the risk register the risk from not learning lessons from previous procurement process would be beneficial. Limited staff development on project management programmes had also contributed to recent difficulties, and training was now in place to address this issue.

#### **Efficiency and Performance Sub-Committee on 30 November 2016**

9. At this meeting, Members received a presentation from Sascha Kiess of the Continuous Improvement Institute regarding embedding continuous improvement into the Corporation. Members welcomed the presentation and agreed that embedding a culture of continuous improvement within the Corporation would be extremely beneficial, but would clearly be a challenging and long-term objective. Members noted that to achieve this object, buy-in at all levels of the organisation would be required.

10. Members also received a presentation from the Head of Strategy and Performance regarding the development of the revised Corporate Plan and Departmental Business Plans. This would seek to ensure that all work of the Corporation was focused upon achieving the Corporation's goals as efficiently and effectively as possible.
11. Members noted that this was a significant area of work which needed further development, and which would also need significant Member involvement. Members were informed that the proposals were currently being discussed by Officers before being brought forward to Members. It was intended to provide further information to Members regarding the proposals for the Corporate Plan and Departmental Business Plans in early 2017, and for these Plans to be brought before Committees and Court of Common Council for approval in May 2017.

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