

## Finance Committee – Outstanding Actions

### ITEM 4

Item	Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1	6 June 2017, Item 14	<u>Departments being charged for their use of the Comptroller's Department's services</u> The Chairman asked for a report to the Committee during Autumn 2017, setting out proposals for an internal charging mechanism for legal services, for implementation in 2018/19, and potentially for other centrally provided services.	Chamberlain and Comptroller and City Solicitor	February 2018	Work is underway but not yet completed due to competing working priorities to explore possible internal charging mechanisms for central services, using legal services as the pilot area. Findings to be reported to February's Finance Committee.
2	21 November - AOB	<u>Risk Management</u> A Member queried the level of security Microsoft Outlook offered with regards to the Committee agenda packs. Other organisations, in both the public and private sectors, used the Egress data transfer service, this was considered a more secure platform than Outlook and should be examined by officers in both the Town Clerks' and Chamberlain's departments.	Town Clerk in consultation with the IT Director	December 2017	Scheduled meeting between senior team representatives within Town Clerk's and IT Director on 21 December – to report back to the January Finance Committee
3	12 December, Item 5	<u>Committee's Terms of Reference</u> Town Clerk to incorporate a brief description of the role and responsibilities of the respective Sub-Committees. The Town Clerk will consult the Chairmen of the Sub-Committee and relevant officers and present the changes to the Court of Common Council to consider in April 2018.	Town Clerk	February 2018	Town Clerk to agree the wording with the Chairmen for IT, E&P, CASC and Finance Grants.

Item	Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
4	12 December, Item 8	<u>Draft Departmental Business Plans 2018/19</u> As per the wording in the Report (para 5). The Chairman stressed that officers should be aiming for full alignment, not 'closer alignment', between the Departmental Business Plans and the draft outcomes from the Corporate Plan. This was an important distinction that should be reiterated to relevant officers across the City Corporation.	Town Clerk	January 2018	This has been communicated to officers and will be emphasised going forward.