

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

**Tuesday, 30 January 2018**

Draft Minutes of the meeting of the Efficiency and Performance Sub (Finance) Committee held at Guildhall, EC2 on Tuesday, 30 January 2018 at 1.45 pm

### **Present**

#### **Members:**

Jeremy Mayhew (Chairman)  
Deputy Jamie Ingham Clark (Deputy Chairman)  
Alderman Matthew Richardson  
Ian Seaton  
Deputy Philip Woodhouse

In addition, Deputy John Bennett was in attendance in his role as Chairman of the Board of Governors of the Guildhall School for Music and Drama

#### **Officers:**

John Cater	-	Town Clerk's Department
Peter Kane	-	Chamberlain
Paul Wilkinson	-	City Surveyor
Kate Smith	-	Town Clerk's Department
Tom Conniffe	-	Town Clerk's Department
Geoff Parnell	-	Chamberlain's Department
Lynne Williams	-	Principal, Guildhall School of Music and Drama
Niki Cornwell	-	Chamberlain's Department

#### **1. APOLOGIES**

An apology was received from Randall Anderson.

#### **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 of the meeting held on 15 November 2017 be agreed as an accurate record.

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

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

#### *Departmental Reporting Schedule for 2018*

The Chairman expressed his concern that the Commissioner of Police's office had yet to confirm the Commissioner's availability to attend the next Efficiency

& Performance Sub Committee meeting on 21<sup>st</sup> March. The Town Clerk confirmed he would chase up a reply to the invitation.

**RESOLVED** – That Members noted the report.

5. **WORK PROGRAMME FOR FUTURE MEETINGS**

Members received a Report of the Town Clerk which set out the work plan for future meetings.

The Chairman requested that future iterations should replace the column outlining the business at a previous meeting (in this case the 15<sup>th</sup> November) with one indicating the likely business at a further future meeting (in this case 13<sup>th</sup> July). Furthermore, he suggested, the Special Departmental Focus line should be positioned next to the Income Generation line to bring together the opportunities being considered by Chief Officers.

**RESOLVED** – That Members noted the report.

6. **CORPORATE AND BUSINESS PLANNING UPDATE**

Members received a Report of The Town Clerk, concerning Corporate and Business Planning.

Members welcomed the Report as a useful step in efforts to align the Corporate Plan with business planning and budget-setting.

Members raised the wording in box 11 (page 22), around facilitating a “world-leading digital experience”. Some individual departments across the City Corporation (such as the Guildhall School) had digital communications of a very good standard; however, due to the scale of the Corporation’s core Communications activities, progress across the board would, Members accepted, be a long-term project.

Members asked officers how they had planned to communicate the Corporate Plan to Members; the Town Clerk responded that a single top sheet that highlighted the high-level changes would go to all Committees. Ultimately, it was incumbent upon officers to treat the Plan as a working document; officers should be promoting the plan to Members throughout the five-year period, 2018-23.

**RESOLVED** – That Members noted the Report.

7. **SUB-COMMITTEE'S TERMS OF REFERENCE**

Members considered a Report of the Town Clerk, concerning the Sub-Committee’s Terms of Reference.

The Chairman proposed a redraft to reflect the recent changes in the Grand Committee’s Terms of Reference.

**RESOLVED** – That Members approved that the Town Clerk, in consultation with the Chairman and Deputy Chairman amend the Sub-Committee's Terms of Reference.

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.

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

**RESOLVED** - That the non-public minutes of the meeting held on 15 November 2017 be agreed as an accurate record.

12. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**

Members received a Report of The Town Clerk.

13. **VALUE FOR MONEY AND EFFICIENCY PLANS - GUILDHALL SCHOOL OF MUSIC AND DRAMA**

Members received a Report of the Principal of the Guildhall School for Music and Drama.

14. **CITY SURVEYOR'S DEPARTMENTAL FOCUS**

Members received a Report of the City Surveyor.

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

There were no questions.

16. **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 3:20pm**

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Chairman

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