

EFFICIENCY AND PERFORMANCE SUB (FINANCE) COMMITTEE

Tuesday, 30 January 2018

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

Officers:

John Cater	- Town Clerk's Department
Peter Kane	- Chamberlain
Paul Wilkinson	- City Surveyor
Kate Smith	- 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 21st March. The Town Clerk confirmed he would chase up 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 previous meeting (in this case the 15th November) with a further future meeting (in this case 13th July). Furthermore, he suggested, the Special Departmental Focus line should be positioned next to the Income Generation line to better emphasise the commercial opportunities open to 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 distinct departments across the City Corporation (such as the Guildhall School) had 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 the Town Clerk, in consultation with the Chairman and Deputy Chairman to amend the 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 time not specified

Chairman

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