

Committee:	Date:
Corporate Asset Sub (Finance) Committee	29 January 2020
Subject: City Surveyor's high-level summary Business Plan 2020/21	Public
Report of: The City Surveyor	For Decision
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Summary

This report presents the summary high-level summary Business Plan for the City Surveyor's Department.

The Plan, together with the financial estimates associated with Guildhall, Walbrook Wharf and the Mayor's Court have been presented to Finance Committee on 21 January. This report gives Corporate Asset Sub (Finance) Committee (CAsC) Members a further opportunity to comment on the elements of the high-level summary Business Plan relevant to the Committee.

The high-level summary Business Plan was presented and approved at Property Investment Board on 11 December 2019.

Recommendations

Members are asked to approve, subject to the incorporation of any changes sought by this Committee, the high-level summary Business Plan for 2020/21 detailed in Appendix 1.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, two side business plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. For 2020/21, the high-level summary Business Plan has been further evolved to make use of the information now available and give a better overview of how the department's work contributes to the Corporate Plan. It provides an overview of departmental activity and resources, mainly but not limited to the forthcoming 12 months, including capital and revenue projects. As a high-level summary, this document does not capture the granularity of departmental work but gives the overall picture of departmental activity, customer feedback and key trends.

3. The high-level summary Business Plan was presented alongside budget estimates both at Property Investment Board (PIB – 11 December 2019) and Finance Committee (21 January 2020). PIB have agreed the plan, whilst Finance Committee postdates the publication of this report. These fora have enabled Members to consider the objectives of the department in light of available resources. This report gives Members of CAsC a further opportunity to comment on elements of the plan relevant to your Committee.

Budget for 2020/21

4. The original 2020/21 budget allocated to the City Surveyor has been prepared in accordance with the annual guidance note produced by the Chamberlains department. It incorporates a 2% inflation allowance on local risk to cover inflationary increases, pay award and contract price increases. A 2% efficiency squeeze (excluding Bridge House Estates) has also been applied to local risk budgets. The budget also includes further inflationary items agreed by the Resource Allocation Sub Committee in January 2019 as well as green flagged fundamental review savings or income items where these impact in 2020/21.
5. Whilst the major projects are funded independently, the management oversight of these projects have been absorbed into the City Surveyor's Budget.
6. Full budget information has been presented to Finance Committee on 21 January 2020 and Property Investment Board on 11 December 2019.

High-level summary Business Plan for 2020/21

7. This report presents, at Appendix 1, the high-level summary Business Plan for 2020/21 for the City Surveyor's Department. Members should note that the Business Plan is for the City Surveyor's Department overall and is not limited to CAsC.
8. The high-level objectives contained within the Business Plan closely link with, and support, the organisation's Corporate Plan 2018/23. These objectives are substantively consistent year-on-year, with the constituent activities evolving to drive these objectives. For the 2020/21 Business Plan, the City Surveyor's Department added an objective relating to Property Projects such that projects follow best practice, add value and are compliant. This was done to reflect the importance of this function and the contribution that it makes to the operation of the City Corporation.
9. The Business Plan includes a list of Corporate Performance Framework (CPF) indicators to which the department is contributing. These measures are aligned with the 12 corporate outcomes. Whilst the City Surveyor's Department is only one of a number that may contribute to any individual measure, the successful delivery of our actions demonstrably supports the achievement of the wider corporate aspirations. Members should note that the CPF measures are different to those regularly reported to Committee, which are more departmentally focused.

10. Throughout 2019, the department actively participated in developing options associated with the fundamental review. This is designed to ensure that we maximise the efficiency of our activities aligned with our customer requirements. The fundamental review has recommended a reshaped service in many areas. The agreed savings and income generation targets have been accounted for in the Estimates Report, delivered through activities within the Business Plan. Overall, additional income generation activities of £170,000 and the reduction in revenue spend of £638,000, combines to a total of £808,000 within City Surveyor revenue budgets. Total savings account for 2.5% of the City Surveyor's overall local risk budget of £32.689m for 2020/21.
11. To better understand the effectiveness of the City Surveyor's services, the department is currently undertaking a survey of our investment property occupiers. This will be followed in the 2020/21 business planning year with a survey of our corporate occupiers. By building up a comprehensive view of what tenants value, the department will be in a much better position to effectively and efficiently respond to these needs.
12. Internally, the department has developed an action plan following the organisation's staff survey, most recently undertaken in September and October 2019.

Corporate & Strategic Implications

13. The City Surveyor's departmental Business Plan continues to align closely with the organisation's Corporate Plan 2018/23. Each of our departmental actions have been linked to the Corporate Plan outcomes to ensure that our day-to-day activity delivers the organisation's long-term aspirations.

Security implications

14. None directly as a result of this report.

Public sector equality duty

15. Individual activities within the Business Plan will, where relevant, be considered for their equalities impact. Equalities assessments will be undertaken as necessary. Furthermore, in 2020/21 the department will undertake an equalities self-assessment, aligned with RICS best practice. This will develop intelligence and learning such that we can address any areas of concern.

Conclusion

16. This report presents the high-level summary Business Plan for 2020/21 for CAsC Members to consider and approve.

Appendices

Appendix 1 – High-level summary Business Plan

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