

Committee(s): Finance Committee	Dated: 19 July 2022
Subject: Chamberlain's Business Plan – Quarter 1 update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 5, 8 & 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: The Chamberlain	For information
Report author: Caroline Al-Beyerty – Chamberlain & CFO	

Summary

The Chamberlain's department has made good progress on its Business Plan approved by this committee at the meeting on 9 November 2021. This report outlines key progress against Chamberlain's departmental objectives.

Recommendation

Members are asked to note the report.

Main Report

Current Position

- Highlights from the last three months include:
 - Good Progress has been made in all areas to recruit following the agreement of the Chamberlain's target operating model.
 - Financial Services:
 - Completion of City Cash 2020/21 audit.
 - Commencement of 2021/22 year end closure in accordance with closing timetable.
 - Medium-term-financial-plan updated to RASC away day, including proposals for mitigations/efficiencies.
 - Financial Shared Services:
 - The City is administering the Covid Additional Restriction Relief (CARF) scheme during July. This will assist approximately 11,800 businesses including offices and public car parks with a rateable value of less than £750,000. This will provide a 20% business rates discount to businesses that have previously received no covid support.
 - The Council Tax Team are currently dealing with the £150 Energy Rebate Grants on behalf of Central Government. The Team have administered 926 grants totalling £138,750.00.

- Corporate Treasury:
 - Successful renewal of the June insurance policies.
- The Chamberlain's Office:
 - The Freedom Fee has now been increased to £150 to allow the Chamberlain's Court to better cover the cost of running.
- Internal Audit and Counter Fraud:
 - Completion of 8 Internal Audit reviews and 4 further items of other assurance work, updates made to all Audit Committees covering the year end position for 2021/22 and year to date for 2022/23.

Corporate & Strategic Implications

2. Strategic implications – Strategic priorities and commitments are expressed in **Appendix 1**.
3. Financial implications – The high-level summary Business Plan at **Appendix 1** has been drawn up on the basis of a 12% reduction in the departmental budget compared to 2022/23.
4. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
5. Legal implications – None.
6. Risk implications – Key risks managed by the department are included in the draft high-level summary Business Plan at **Appendix 1**.
7. Equalities implications – The department has a separate Equalities and Inclusion Plan which aims to improve the department's Equalities position for employees. Where appropriate the department will complete Equality Impact Assessment for upcoming changes.
8. Climate Implications – Under the Climate action strategy the departments Corporate Treasury function is responsible for delivering Scope 3 emission actions related to our financial investments.
9. Security implications – There are no security implications to the proposals put forward in the Chamberlain's Business Plan.

Appendices

- Appendix 1 – Chamberlain's Business Plan update

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