

<b>Committee:</b>	<b>Date:</b>
General Purposes Committee of Aldermen	2 December 2022
<b>Subject:</b> Draft high-level summary Business Plan 2023/24 – Mansion House & Office of Lord Mayor and Sheriffs	<b>Public</b>
<b>Report of:</b> Caroline Jack, Executive Director & Private Secretary to the Lord Mayor	<b>For Decision</b>
<b>Report author:</b> Robert Woodvine, Finance & Administration Manager	

## Summary

This report presents for approval the high-level summary Business Plan for the Mansion House & Office of Lord Mayor and Sheriffs for 2023/24.

## Recommendation

Members are asked to:

- i. Note the factors taken into consideration in compiling the Mansion House & Office of Lord Mayor and Sheriffs Business Plan; and
- ii. Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan 2023/24.

## Main Report

### Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-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 2023/24, the high-level summary Business Plan has been further evolved to add more narrative and improve readability. The Business Plan now reflects TOM departmental structure changes. As a high-level summary, this document does not capture the granularity of departmental work but gives the overall picture of departmental activity, trends where applicable and direction of travel.

### Draft final high-level summary Business Plan for 2023/24

3. This report presents, at Appendix 1, the draft final high-level summary Business Plan for 2023/24 for the Mansion House & Office of Lord Mayor and Sheriffs.

- Priorities outlined in the high-level Business Plan

The business plan has been arrived at by consulting with members of the Senior Management Team about their broader work and aspirations and issues of their respective functions. This also took place under the context of the TOM restructure and split from the main court operation at the CCC.

The plan is a cumulative reflection of these discussions over the past year and has sought to be a balanced representation of the department, with the expectation that any member of staff would see themselves and/or their role reflected in it.

- Balance of resources

The cumulative effect of the TOM savings, and how our historic local risk budget divisions and financial model distributes means a higher reliance than ever before on external income from events to meet our resource base.

We are in a position where the reduction of any costs would be difficult to achieve without losing a significant volume of staff resource, reducing the vehicle fleet, or considering significant energy savings by reducing events.

- Dept. metrics/KPIs and outcomes

Defined KPIs are something that may have challenged the dept. historically. However, the Business Plan does include a more substantial section that attempts to illustrate performance with the aim of refining this aspect over the coming year.

- For Members consideration

The version of the Business Plan presented is a departure from the usual summary that the committee will have seen before. However, it does align with other CoL-wide Business Plans shared via the internal officers forum group as part of the business planning cycle, and aims to provide a balanced representation of the current situation.

Members are invited to feedback on all aspects of the plan, with some emphasis on the sustainability of our financial model going forward, our ED&I aspirations, and the position of the department from a post-TOM and post-Covid viewpoint, with the consideration that we are currently in the final year of the 2018-23 Corporate Plan.

This will help to forward plan against the next Corporate Plan and our relationship to it.

## **Corporate & Strategic Implications**

An evaluation exercise of the 2018-23 Corporate Plan is currently underway across the CoL, with Mansion House taking part in this over late November to the end of December.

## **Security implications**

As referred to above, the need to balance our resource base with external income places a further emphasis on security for users of the premises, and also illustrates another key area where it would be difficult to reduce costs in order to remain securely operational.

## **Financial implications**

Further to the above, at the time of writing we are working with City Surveyors to define more clearly the centrally held budgets for the corporate security and cleaning contracts, and what local risk allocation we need to plan for to cover any shortfall.

This is due to a local need to return to pre-Covid levels of both, to maintain security at events and a standard of presentation of all event participants.

## **Public sector equality duty**

As a City Cash funded area, and the Mansion House also being a private residence, this can be a grey area. The development of a definitive guide on this aspect would be helpful in the future,

## **Resourcing implications**

Due to the plan to increase event income, the Mansion House will be busier and this may impact staff working patterns, wellbeing and overtime costs.

## **Conclusion**

This report presents the high-level summary Business Plan for 2023/24 for the Mansion House & Office of Lord Mayor and Sheriffs for Members to consider and approve.

## **Appendices**

- Appendix 1 – Final high-level summary Business Plan 2023/24

## **Robert Woodvine**

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