

FINANCE COMMITTEE

Tuesday, 19 November 2013

Minutes of the meeting of the Finance Committee held at Committee Rooms - West Wing, Guildhall on Tuesday, 19 November 2013 at 1.45pm

Present

Members:

Roger Chadwick (Chairman)	Tom Hoffman
Deputy John Barker	Deputy Robert Howard
Randall Anderson	Wendy Hyde
Alderman Sir Michael Bear	Clare James
Nigel Challis	Sheriff & Alderman Sir Paul Judge
Simon Duckworth	Deputy Alastair King
Deputy Anthony Eskenzi	Jamie Ingham Clark
Deputy Robin Eve	Oliver Lodge
Kevin Everett	Jeremy Mayhew
John Fletcher	Deputy Henry Pollard
Stuart Fraser	Alderman Neil Redcliffe
Lucy Frew	John Scott
Alderman John Garbutt	Ian Seaton
Brian Harris	Sir Michael Snyder
Ann Holmes	David Thompson

In Attendance

Officers:

Julie Mayer	- Town Clerk's Department
Chris Bilisland	- Chamberlain
Caroline Al-Beyerty	- Chamberlain's Department
Suzanne Jones	- Chamberlain's Department
Nick Haslock	- Chamberlain's Department
Michael Cogher	- Comptroller and City Solicitor
Simon Murrells	- Assistant Town Clerk
Graham Bell	- Chief Information Officer
Peter Bennett	- City Surveyor
Chrissie Morgan	- Director of Human Resources
Steve Telling	- Chamberlain's Department

1. APOLOGIES

Apologies were received from George Abrahams, John Fletcher, Robert Merrett and Philip Woodhouse.

Resignation of the Deputy Chairman

The Chairman regretfully advised members that the Deputy Chairman, Mr Ray Catt, had tendered his resignation from the Court of Common Council, with immediate effect. Members paid tribute to Mr Catt's contribution to the Finance Committee over the past 2 years and were very sorry to hear of his imminent departure.

The Town Clerk advised that an election for a new Deputy Chairman would take place at the next meeting (10 December 2013) and all members of the Committee would be invited to stand.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

The following members declared interests in respect of Item 11 - City's Cash Financial Statements (related party transactions):

- Wendy Hyde and Oliver Lodge – as Governors of King Edward's School, Whitley
- Alderman John Garbutt – as a Member of the Irish Society
- Deputy Henry Pollard – as a Governor of Christ's Hospital

3. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED - That the public minutes and non-public summary of the meeting held on 22 October 2013 be approved as an accurate record.

4. **MINUTES OF THE CORPORATE ASSET SUB-COMMITTEE**

RESOLVED - That the public minutes and non-public summary of the Corporate Asset Sub Committee meeting held on 2 October 2013 be noted.

5. **MINUTES OF THE INFORMATION SYSTEMS SUB-COMMITTEE**

RESOLVED - That the public minutes and non-public summary of the Information Systems Sub Committee meeting held on 22 October 2013 be noted. The Committee noted that the Reference Sub Group for the Agilisys Contract had been convened.

6. **MINUTES OF THE EFFICIENCY AND PERFORMANCE SUB-COMMITTEE**

RESOLVED - That the public minutes and non-public summary of the Efficiency & Performance Sub Committee meeting held on 6 November 2013 be noted.

7. **TO NOMINATE A REPRESENTATIVE TO SERVE ON THE ESTABLISHMENT COMMITTEE**

Following a ballot of 2 members, Mr Jamie Ingham Clark was appointed as the Finance Committee's representative on the Establishment Committee

8. **REVENUE BUDGET MONITORING TO OCTOBER 2013**

The Committee received the Chamberlain's Monthly Budget Monitoring report to October 2013.

9. **PROCUREMENT AND PROCURE TO PAY (PP2P) UPDATE**

The Committee considered a report of the Chamberlain, following the decision of the Committee (in September) to bring the partnership with Accenture to an earlier close. The report set out progress on the internalisation of the service.

In response to queries about the timely payment of invoices, members noted that, prior to the MITIE contract, there was a much larger number of SME's. Officers advised that they were working both internally and externally to maintain a high standard of performance. Members noted that 87% of invoices were paid within 15 days (against the SME standard terms of 30 days).

RESOLVED – that:

1. The plan for internalising the services and the progress to date be noted.
2. The proposed approach to vary the existing contract with Accenture be noted - to reflect the accelerated end date and any additional support arising from the shortened arrangement.
3. The additional proposed support being sought from Accenture be noted.
4. A waiver be approved for the extension of the office stationery contract to December 2014.

10. **FINANCING OF CAPITAL AND SUPPLEMENTARY REVENUE PROJECTS 2012/13 - OUTTURN AND UPDATE**

The Committee received a report of the Chamberlain.

11. **CITY'S CASH FINANCIAL STATEMENTS 2012/13**

The Committee considered the City's Cash Financial Statements for the year ended 31 March 2013. The accounts had been prepared for the first time on the basis of United Kingdom Generally Accepted Accounting Practice (UKGAAP) and the format and content varied significantly from the previous basis of preparation (a modified version of the Charities Statement of Recommended Practice 2005). Members noted that the Audit and Risk Management Committee had recommended approval to the Finance Committee.

Members commended the Chamberlain's Department for the production of a complex set of accounts.

RESOLVED – that:

1. The contents of Deloitte's management letter be noted.
2. The City's Cash Financial Statements be approved.

12. FUNCTIONS OF THE DISASTER EMERGENCY COMMITTEE (DEC)

The Committee received a report of the Town Clerk which informed members as to how the Disasters Emergency Committee (DEC) performed its functions. Members noted that officers had met representatives of the DEC to hear more about the work of the organisation and explore the opportunities for working more closely with them in responding to humanitarian crises.

Whilst members commended the Red Cross for their prompt responses and hoped to continue working with them, it was recognised that the DEC might offer creative alternatives. The Chairman recommended that each appeal be judged on merit. The Committee asked for regular feedback from the DEC on the outcomes from donations.

13. DECISIONS TAKEN UNDER DELEGATED AUTHORITY AND URGENCY PROCEDURES

The Town Clerk advised members of a decision taken under delegated authority, which had been approved after the agenda for this meeting had gone to print. Members noted that, on 12 November 2013, the Disaster Emergency Committee (DEC) launched an emergency appeal to provide humanitarian aid to the areas in the Philippines hit by the recent Typhoon Haiyan. A donation of £50,000 had been made from the Finance Committee's City's Cash Contingency Fund for National and International Disasters.

14. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no items of urgent business.

16. 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 the Schedule 12A of the Local Government Act.

Item No.	Paragraph(s) in Schedule 12A
17 - 26	3
27 - 28	-
29	3

17. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING

RESOLVED - That the non-public minutes of the meeting held on 22 October 2013 be approved as an accurate record.

18. **NON-PUBLIC MINUTES OF THE CORPORATE ASSET SUB-COMMITTEE**

RESOLVED - That the non-public minutes of the Corporate Asset Sub Committee meeting held on 2 October 2013 be noted, subject to a suggested amendment.

19. **NON-PUBLIC MINUTES OF THE INFORMATION SYSTEMS SUB-COMMITTEE**

RESOLVED - That the non-public minutes of the Information Systems Sub Committee meeting held on 22 October 2013 be noted.

20. **NON-PUBLIC MINUTES OF THE EFFICIENCY AND PERFORMANCE SUB-COMMITTEE**

RESOLVED - That the non-public minutes of the Efficiency & Performance Sub Committee meeting held on 6 November 2013 be noted.

21. **CITY'S CASH FINANCIAL STATEMENTS 2012/13 - KEY CHANGES FROM PREVIOUS ACCOUNTING TREATMENT**

The Committee received a report of the Chamberlain setting out the key changes between the old basis of preparing the City's Cash Financial Statements and the new basis (UKGAAP).

22. **53 NEW BROAD STREET - REFURBISHMENT OF VACANT OFFICE BUILDING - OUTLINE OPTIONS AND DETAILED OPTIONS APPRAISALS**

The Committee considered a report of the City Surveyor.

23. **GUILDHALL ART GALLERY - REPLACEMENT OF LIGHTING AND CONTROLS/DIMMING SYSTEM - OPTIONS APPRAISAL**

The Committee considered a report of the City Surveyor.

24. **2 FANN STREET, EC2 - DISPOSAL COMPLETION TO REDROW HOMES LTD**

The Committee received a report of the City Surveyor which provided an update on the above project, which was subject to planning permission.

25. **RECRUITMENT PROCESS FOR THE CHAMBERLAIN: UPDATE**

The Committee received a report of the Director of HR.

26. **NON-PUBLIC DECISIONS TAKEN UNDER DELEGATED AUTHORITY AND URGENCY PROCEDURES**

There were no non-public decisions taken under delegated authority or urgency procedures since the last meeting.

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

The Chief Accountant responded to a non-public question.

28. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

The City Surveyor was heard in respect of a request for delegated authority to carry out glazing repairs to Guildhall Yard East.

29. FINANCIAL SYSTEMS UPGRADE - PROGRESS UPDATE

The received a report of the Chamberlain.

The meeting ended at 2.55pm

Chairman

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