

## **EFFICIENCY AND PERFORMANCE SUB (FINANCE) COMMITTEE**

**Wednesday, 4 March 2015**

Minutes of the meeting of the Efficiency and Performance Sub (Finance) Committee held at Guildhall, EC2 on Wednesday, 4 March 2015 at 1.45 pm

### **Present**

#### **Members:**

Jeremy Mayhew (Deputy Chairman)  
Randall Anderson  
Nigel Challis  
John Fletcher  
Jamie Ingham Clark  
Deputy Alastair King  
Ian Seaton  
Deputy John Tomlinson  
Philip Woodhouse

#### **Officers:**

Susan Attard	Deputy Town Clerk
Neil Davies	Town Clerk's Department
John Galvin	Town Clerk's Department
Philippa Sewell	Town Clerk's Department
Peter Kane	Chamberlain
Caroline Al-Beyerty	Chamberlain's Department
Suzanne Jones	Chamberlain's Department

#### **1. APOLOGIES**

Apologies were received from Roger Chadwick and Deputy Anthony Eskenzi.

#### **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 and non-public summary of the meeting held on 27 January 2015 be agreed as an accurate record.

#### **4. OUTSTANDING ACTIONS**

The Sub Committee received and discussed an updated schedule of outstanding actions. With regard to the Combined Heat and Power Annual Report, officers and a Member undertook to meet outside of the meeting to discuss on-site generators. Members noted that the potential inability to reach an agreement on an extension to the Citigen contracts had been added to the risk register, and asked officers to provide an update report on contingency issues and how the risk was being and would be managed.

**RESOLVED – That:**

- (a) An informal meeting be held to discuss on-site generators;
- (b) Officers provide an update report at the next meeting on the contingency issues and how the risk was being and would be managed; and
- (c) The report be noted.

5. **WORK PLAN FOR FUTURE MEETINGS**

The Sub Committee received the updated programme of work for the year.

**RESOLVED –** That the report be noted.

6. **CITY PROCUREMENT BENCHMARKING AND 2015/16 KEY PRIORITIES**

The Sub Committee received a report of the Chamberlain providing the findings of the second Procurement Benchmarking Review, undertaken in September 2014. Officers reported that four priorities had been identified to improve the procurement service - Operational Excellence; Value for Money; Corporate Social Responsibility; and Technology and Innovation.

Members discussed the report, in particular the metrics and terminology. Officers undertook to submit a follow-up report at the Sub Committee's next meeting regarding the City Procurement Strategy, identifying areas of weakness and how they were being addressed, including timescales.

**RESOLVED –** That a follow-up report be provided at the next meeting, and the report be noted.

7. **SERVICE BASED REVIEW ROADMAP**

The Sub Committee received a report of the Deputy Town Clerk presenting the latest update of the Service Based Review Roadmap.

Strategic Asset Management

The Deputy Town Clerk reported on the four projects that supported this overarching programme. The Opportunity Outline for the Facilities Management project had been agreed by the Summit Group on 23 February. Members noted the Project Management strand was being deferred, which would give more scope for other projects to be prioritised and actioned more effectively. The work being undertaken by the Corporation's Programme Delivery Unit was also noted. Officers advised that this deferral was yet to be agreed by the Summit Group and would be subject to Member review.

In response to Members' questions, officers advised that Facilities Management would cover both investment and operational properties, and the Procuring and Managing Services project would include generic contract management skills.

Income Generation

The Chamberlain reported that this project had slipped from "green" to "amber" owing to resourcing issues. Consideration was also being given to including a large-scale project within the review, such as the commemoration of the 350th anniversary of the Great Fire of London.

### Grants

The Deputy Town Clerk advised that this project was delayed, but not significantly. Oversight of, and information about, the grants, donations and other payments to external organisations had been gathered, but the final report was still to be drafted.

### Effectiveness of Hospitality

Members noted that a better definition was needed in order to reflect more accurately the need for hospitality to be more strongly aligned with strategic objectives. Members discussed the need for Mansion House to be included in the review, and for the appropriate level of scrutiny from the lead officer.

### Independent Schools

The Deputy Town Clerk advised that this project was on track, with the Assistant Town Clerk meeting with the three school heads later in March to confirm and clarify the forthcoming steps.

### Charitable Funding

Members noted that this project was rated as “amber” as any bids would need to be tested for eligibility for funding under the City Bridge Trust’s objectives, and would, therefore, be competing on merit against other bids for funding in the usual manner.

### Remodelling Libraries

Members noted that there was no update for this project, and agreed to invite the Director of Culture, Heritage & Libraries and the Director of Community & Children’s Services to the next Sub Committee meeting to discuss how the project was being progressed.

### Barbican Centre

Members noted that a report regarding implementation would be given to the Barbican Centre Board at their next meeting in April, after which this Sub Committee would be updated.

### Public Conveniences and Highways Maintenance

Members noted that both of these would be tracked departmentally, with one further report on highways at the end of the calendar year and, as such, these projects would be removed from this SBR Roadmap.

### **RESOLVED – That:**

- (a) The Director of Culture, Heritage & Libraries and the Director of Community & Children’s Services be invited to the next Sub Committee meeting to discuss the Remodelling Libraries project;
- (b) Officers examine resource requirements relating to these reviews and report back to Members on any additional requirements; and
- (c) The report be noted.

8. **COLLABORATION AND SHARED SERVICES: CITY CORPORATION AND CITY POLICE**

The Sub Committee received a report of the Deputy Town Clerk which provided an overview of the collaborative work between the City of London Police and City of London Corporation to develop shared service activity, driven by financial pressures and a desire to enhance effectiveness, wherever possible. Officers reported that, within the overall programme, there were four key projects: Customer Services, Community Safety, the Joint Contact and Control Room, and the 'Ring of Steel' upgrade. Members discussed the need for clarity as to what was being achieved and the timescales involved, and officers undertook to provide a roadmap at the next Sub Committee meeting, against which progress could be monitored.

In response to Members' questions, officers reported that the City of London Police intended to move back into Wood Street after the refurbishment, though different services would be based there to ensure operational effectiveness. With regard to mobile working, Members were advised that this would fall under the Community Safety strand, as well as being specifically addressed by other City departments.

**RESOLVED** – That a detailed roadmap be provided at the next meeting, and the report be noted.

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

11. **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.

<b>Item</b>	<b>Paragraph</b>
12	3
13-14	-

12. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** - That the non-public minutes of the meeting held on 27 January 2015 be agreed as an accurate record.

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

There were no questions.

14. **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 3.10 pm**

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Chairman

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