

EFFICIENCY AND PERFORMANCE SUB-COMMITTEE - Outstanding Actions (as at 11/5/2015)

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1	January 2013	<p>Staff Suggestion Scheme Members requested that officers review and report back on the incentives offered to staff who suggest good ideas through the City Corporation's Staff Suggestion Scheme and also the level of uptake.</p>	Deputy Town Clerk	<p>May 2015: Start of three month trial of refreshed scheme, using online platform</p>	<p>April 2015: The Performance and Strategy Summit Group of Chief Officers approved a three-month trial of a refreshed staff suggestions scheme, including an online platform for recording and sharing suggestions. The target start date is 1st July, to allow for the implementation of single sign on, configuration of the system, and the preparation and launching of a communications campaign.</p>
2	July 2014	<p>Professional, Management and Consultancy Fees Members requested a further report to the Sub Committee following completion of the Internal Audit VFM review of consultancy fees and the joint work planned between internal audit and City</p>	Chamberlain	<p>July 2015 (report to Efficiency and Performance Sub Committee)</p>	<p>May 2015: Report on consultancy spend for 2013/14 now completed and presented at Corporate Services Procurement Category Board. It will inform future strategy for consultancy and temporary labour procurement. Findings will be reported to the Sub Committee in July.</p>

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		Procurement on Professional, Management and Consultancy Fees.			
3	September 2014	<p>Central Support Service Costs and the Allocation or Apportionment to the City's Activities Members agreed to receive a further report, within six months, on the review and updating of the methodologies for the recovery of costs, with the aim of improving the appropriateness of distributions.</p>	Chamberlain: Financial Services Director	May 2015 (report to Efficiency and Performance Sub Committee)	<p>May 2015: Report submitted to Efficiency and Performance Sub Committee</p> <p>DISCHARGED</p>
4	January 2015	<p>Performance Monitoring Members asked for more detail on the City Corporation's sickness absence data, and actions being taken to improve</p>	Deputy Town Clerk/Director of HR	May 2015 (report to Efficiency and Performance Sub	<p>May 2015: Included in Performance Monitoring report submitted to Efficiency and Performance Sub Committee</p> <p>DISCHARGED</p>

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		performance.		Committee)	
5	January 2015	Service Based Review Members agreed to receive a Service Based Review Budget Monitoring report.	Chamberlain: Financial Services Director	May 2015 (report to Efficiency and Performance Sub Committee)	May 2015: Report submitted to Efficiency and Performance Sub Committee DISCHARGED
6	4 March 2015	Combined Heat and Power (a) Officers to meet and discuss query raised by a Member in respect of on-site generators (b) Officers to provide an update report on contingency issues and how the risk was being and would be managed	Chamberlain: Business Support Director		(a) The Member's points have been addressed in separate meetings with Suzanne Jones and Citigen. (b) The contingency issues are covered in the report to Corporate Asset Sub Committee (31/3/15) and Efficiency and Performance Sub Committee (26/5/15) DISCHARGED

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7	4 March 2015	City Procurement Officers undertook to submit a follow-up report regarding the City Procurement Strategy, identifying areas of weakness and how they were being addressed, including timescales.	Chamberlain: Business Support Director	July 2015 (report to Efficiency and Performance Sub Committee)	May 2015: The City Procurement Strategy will be presented to the Procurement Steering Group and Chief Officers Group for decision in May, followed by Finance Committee for information in June, and Efficiency and Performance Sub Committee in July.
8	4 March 2015	Service Based Review Roadmap Director of Culture, Heritage and Libraries and Director of Community and Children's Services to be invited to the next meeting to discuss the Remodelling Libraries project	Chamberlain/Deputy Town Clerk	May 2015 (presentation to Efficiency and Performance Sub Committee)	May 2015: Presentation to Efficiency and Performance Sub Committee DISCHARGED
9	4 March 2015	Collaboration with City Police Officers undertook to provide a Roadmap for four key workstreams, against	Deputy Town Clerk	July 2015 (report to Efficiency and Performance	May 2015: Programme Board for these workstreams established. Governance arrangements and dependencies between these

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		which progress could be monitored		Sub Committee)	workstreams and the City Police Accommodation programme being clarified and embedded. Milestones still to be agreed. Roadmap will be presented to the Efficiency and Performance Sub Committee in July.