



City of Westminster

Committee Agenda

Title: **Audit and Performance Committee**

Meeting Date: **Tuesday 12th January, 2016**

Time: **6.30 pm**

Venue: **Rooms 10A & 10B - 17th Floor, City Hall, 64 Victoria Street, London, SW1E 6QP**

Members: **Councillors:**
Jonthan Glanz (Chairman)
Lindsey Hall (Vice-Chairman)
David Boothroyd
Judith Warner

Members of the public are welcome to attend the meeting and listen to the discussion Part 1 of the Agenda

Admission to the public gallery is by ticket, issued from the ground floor reception at City Hall from 6.00pm. If you have a disability and require any special assistance please contact the Committee Officer (details listed below) in advance of the meeting.



An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Reuben Segal.

**Tel: 020 7641 3160 Email: rsegal@westminster.gov.uk
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Head of Legal & Democratic Services in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

1. MEMBERSHIP

To note any changes to the membership.

2. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of the existence and nature of any personal or prejudicial interests in matters on this agenda.

3. MINUTES

To sign the minutes of the meeting held on 10th December 2015 as a correct record of proceedings

4. EXEMPT REPORTS UNDER THE LOCAL GOVERNMENT ACT 1972

RECOMMENDED: That under Section 100 (A) (4) and Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), the public and press be excluded from the meeting for the following item(s) of business because they involve the likely disclosure of exempt information on the grounds shown below and it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

<u>Item No</u>	<u>Grounds</u>	<u>Para. of Part 1 of Schedule 12A of the Act</u>
5	The business and financial affairs of Council or other body	3

(Pages 1 - 10)

5. OPERATIONAL UPDATE ON THE MANAGED SERVICES PROGRAMME

(Pages 11 - 24)

Report of the Interim Bi-borough Director of Corporate Services.

**Charlie Parker
Chief Executive
4 January 2016**

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CITY OF WESTMINSTER

MINUTES

Audit and Performance Committee

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Audit and Performance Committee** held on **Thursday 10th December, 2015**, Rooms 10A & B - 17th Floor, City Hall.

Members Present: Councillors Jonthan Glanz (Chairman), Lindsey Hall (Vice-Chairman), David Boothroyd and Judith Warner

Also Present: Councillor Antonia Cox, representing the Housing, Finance & Corporate Services Policy and Scrutiny Committee, Nick Dawe, Interim Bi-borough Executive Director of Corporate Services, Steve Mair, City Treasurer, Moira Mackie, Internal Audit Manager and Reuben Segal, Senior Committee and Governance Officer

Apologies for Absence: Moyra McGarvey, Tri-borough Director of Audit, Fraud, Risk and Insurance

1 MEMBERSHIP

1.1 There were no changes to the membership.

2 DECLARATIONS OF INTEREST

2.1 Councillors Glanz, Hall, Warner and Cox declared that they were BT customers.

3 EXEMPT REPORTS UNDER THE LOCAL GOVERNMENT ACT 1972

3.1 **RESOLVED:** That under Section 100 (A) (4) and Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), the public and press be excluded from the meeting for the following item of business because it involves the likely disclosure of exempt information in relation to the financial or business affairs of the Authority and/or other parties.

4 OPERATIONAL UPDATE ON MANAGED SERVICES PROGRAMME

- 4.1 The Committee received a progress report on the Managed Service Programme (MSP) covering the period of 19 November to 25 November. Members were informed that the paper, which is produced weekly following management meetings with BT, is circulated to the Leader, portfolio holder and programme sponsors. It was not designed to be a comprehensive report on the entire programme but a report by exception providing a status on a series of issues.
- 4.2 Further to the publication of the agenda the Committee was provided with an updated progress report for the period 26 November to 2nd December.
- 4.3 The Committee was also provided with a Gate 6 Exit report. This reviewed the Shared Service Contract (SSC) Stabilisation and Improvement Plan for the period ending November 2015. The Committee was informed that Gate reports are produced for programme management purposes to track progress and delivery of agreed/defined outputs at each stage rather than a requirement of the contract.
- 4.4 Nick Dawe, Interim Bi-borough Executive Director of Corporate Services tabled an additional briefing note that provided a summary of comments from the three Tri-borough Finance Directors regarding the Gate 6 report.
- 4.5 The Committee welcomed Councillor Antonia Cox to the meeting as an observer on behalf of the Housing, Finance and Corporate Services Policy and Scrutiny Committee Task Group on MSP.
- 4.6 Members were unhappy to note that Craig Anderson, BT Global Services, was unable to attend the meeting to answer questions from Members due to illness and that no suitable representative had been organised to attend in his place. This was concerning given the impact of the programme on the authority and stakeholders.
- 4.7 Jane Watt, BT Global Services, joined the meeting via teleconference to answer questions on supporting the close out of the year end accounts.
- 4.8 **RESOLVED:** That the Weekly Progress reports and Gate Exit Report be noted.
- 4.9 **ACTION:**
1. Set up a further committee meeting in early January to review progress in delivering programme stabilisation.
 2. Send a letter to Mr Anderson expressing the Committee's disappointment that a senior BT Manager on the programme was not present at the meeting.

(Action for Reuben Segal, Senior Committee and Governance Officer)

The Meeting ended at 7.44 pm

CHAIRMAN: _____

DATE _____

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 5

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