



CITY OF WESTMINSTER

MINUTES

Audit and Performance Committee

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Audit and Performance Committee** held on **Thursday 11th February, 2016**, Room 6 - 17th Floor, City Hall.

Members Present: Councillors Jonathan Glanz (Chairman), David Boothroyd and Jacqui Wilkinson

Also Present: Nick Dawe, Interim Bi-Borough Director of Corporate Services, Steve Mair, City Treasurer, Moira Mackie, Internal Audit Manager, Moyra McGarvey, Tri-Borough Director of Audit, Fraud, Risk and Insurance, Craig Anderson, BT Global Services and Reuben Segal, Senior Committee and Governance Officer.

Apologies for Absence: Councillor Judith Warner

1 MEMBERSHIP

- 1.1 It was noted that Councillor Jacqui Wilkinson had replaced Councillor Lindsey Hall.

2 DECLARATIONS OF INTEREST

- 2.1 Councillors Glanz and Wilkinson declared that they are customers of BT.

3 MINUTES

- 3.1 **RESOLVED:** That the minutes of the meeting held on 12 January 2016 (public and exempt versions) be approved as a correct record of proceedings.

4 EXEMPT REPORTS UNDER THE LOCAL GOVERNMENT ACT 1972

- 4.1 **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(s) of business because they involve the likely disclosure of exempt information in relation to the financial or business affairs of the Authority and/or other parties 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.

5 MANAGED SERVICES PROGRAMME UPDATE

- 5.1 The committee received two reports from Nick Dawe, Interim Bi-Borough Director of Corporate Services, on the Managed Services Programme (MSP) - a weekly progress report covering the period up to 4 February 2016 and a gate exit report to the end of January 2016.
- 5.2 It was noted that the reports had been provided with less than the statutory 5 working days notice. This was because the relevant information is gathered at specific periods and could not have been provided any earlier. The chairman agreed to accept the reports as a matter of urgency due to the wide ranging impact of MSP on the Council and stakeholders and the consequent risks in particular it poses to the year end audit activity of the Council's accounts.
- 5.3 The Committee welcomed Craig Anderson, BT Global Services, to the meeting to answer questions on the overall position of the programme and recent operational performance.
- 5.4 Mr Dawe summarised the key issues for the committee's attention and consideration.
- 5.5 The Committee then submitted questions to Mr Anderson and the officers present on the programme stabilisation, Shared Service Centre stabilisation and improvement plan.
- 5.6 **RESOLVED:** That the reports be noted.
- 5.7 **ACTION:**
1. Provide the committee with an analysis of feedback received from schools that have received HR/finance training on the Agresso system.
 2. That a joint position paper for the three boroughs be provided as a prelude to a meeting between the chairmen of the 3 committees with responsibility for audit activity and performance monitoring.

(Action for: Nick Dawe, Bi-Borough Executive Director of Corporate Services)

6 MANAGED SERVICES PROGRAMME - REVIEW OF PROGRESS TO DATE

- 6.1 The Committee received a report from the Tri-Borough Director of Audit, Fraud, Risk and Insurance on the progress made with addressing the key issues related to the Managed Service Programme (MSP). The report was

predominantly based on the weekly MSP managers' meetings and sponsor's meetings papers.

6.2 The Committee discussed the report and submitted questions to the officers present on a range of issues including the position across Tri-Borough, and external audit review.

6.3 **RESOLVED:** That the report be noted.

The Meeting ended at 7.42 pm

CHAIRMAN: _____

DATE _____