



CITY OF WESTMINSTER

# MINUTES

## Audit and Performance Committee

### MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Audit and Performance Committee** held on **Thursday 2nd June, 2016**, Rooms 10A & 10B - 17th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6 QP.

**Members Present:** Councillors Jonathan Glanz (Chairman), David Boothroyd and Judith Warner

**Also Present:** John Quinn, (Bi-borough Director of Corporate Services), Steve Mair (City Treasurer), Maria Benbow (MSP Programme Director), George Lepine (MSP Subject Matter Specialist), Moira Mackie (Senior Internal Audit Manager), Craig Anderson (BT Global Services) and Reuben Segal (Senior Committee & Governance Services Officer)

**Apologies for Absence:** Councillor Lindsey Hall and Moyra McGarvey, Shared Services Director for Audit, Fraud, Insurance and Risk

#### 1 MEMBERSHIP

1.1 There were no changes to the membership.

#### 2 DECLARATIONS OF INTEREST

2.1 Councillors Glanz and Warner declared that they are 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(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.

#### 4 UPDATE ON THE MANAGED SERVICES PROGRAMME

- 4.1 The committee received a report that provided an update on i) the delivery of the Managed Service Programme, ii) the delivery of functionality that has been deferred by the decisions of the Authorities, iii) the options for further improvement and enhancement to the Managed Service, iv) progress on the Managed Service Programme Review and discussions with partners and the contractor and v) an overall timetable for all the activities mentioned above.
- 4.2 The committee welcomed Craig Anderson, BT Global Services, to the meeting to answer questions on the delivery of the programme including current operational performance of the BT Shared Service Centre.
- 4.3 John Quinn, Bi-Borough Director of Corporate Services, summarised the key issues for the committee's attention and consideration as set out in the report.
- 4.4 The Committee then submitted questions to Mr Quinn, other officers present and Mr Anderson on various aspects covered by the report.
- 4.5 **RESOLVED:** That the report be noted.
- 4.6 **ACTION** Provide a report to the next meeting on whether the target of meeting the completion of core programme activities by 30 June has been achieved (**Action for: John Quinn, Bi-borough Director of Corporate Services**)

The Meeting ended at 8.00 pm

**CHAIRMAN:** \_\_\_\_\_

**DATE** \_\_\_\_\_