



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 2<sup>nd</sup> 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** \_\_\_\_\_