

COMMITTEE ACTION TRACKER
ACTIONS: 14 September 2016

ACTION	OUTCOME	LEAD OFFICER
MINUTES AND MATTERS ARISING		
The Committee would like an updated version of the forward plan of procurements which they would like to include details of the objectives for each contract, any savings expected to be delivered, the contracts proposed start and end date and the name of the relevant contract manager.	This was circulated on 16 November	Anthony Oliver, Chief Procurement Officer
<p><u>Period 3 Finance</u></p> <p>1. The Committee would like to know how much has been spent to date on working up proposals for the Luxborough Development which is now under review.</p>	This information was circulated on 4 November	Steve Mair, City Treasurer)
2. What is the process that governs the reclassification of commercial tenanted properties from the HRA to the general fund?	This information was circulated on 25 October	Steve Mair, City Treasurer)
3. With regards to the HRA, how many Westminster dwellings are expected to be affected by the duty on the Council to sell high value local authority voids to fund extension of the 'Right to Buy' to housing associations? Will this apply to units in CityWest Homes housing blocks? It was noted that the duty only requires the Council to consider selling such properties and that it can choose instead to pay a sum to the government.	This information was circulated on 25 October	Steve Mair, City Treasurer)

<u>Quarter 1 Performance</u>		
1. Why has BNP Paribas Real Estate been appointed to analyse the Council's operational portfolio instead of Bilfinger GVA, who are responsible for the day-to-day management of the portfolio.	A note was circulated on 30 September 2016	Damian Highwood/Mo Rahman, Strategic Performance Team
2. The committee would like to know when members' email accounts will be transferring to Office365, what benefits moving to the new platform will provide and of any other changes to the way that councillors inboxes operate. The committee suggested that a note on this should be sent to every councillor.	Ben Goward has been invited to the meeting on 24 November to provide a verbal update on this issue and answer any questions that members may have.	Ben Goward, Interim Bi-Borough Director of ICT
3. With reference to the Homelessness Reduction Bill, provide the committee with a best case analysis of the likely impact to the Council of the removal of a requirement for homeless people to demonstrate a local connection.	A note was circulated on 30 September 2016	Damian Highwood/Mo Rahman, Strategic Performance Team
<u>Internal Audit Monitoring Report</u>		
1. The Committee would like to know whether any of the server problems experienced by the authority in the last few months could have been caused by the misuse of Internet usage by staff exposing the Council to viruses or malware.	Ben Goward has been invited to the meeting on 24 November to provide a verbal update on this issue and answer any questions that members may have.	Ben Goward, Interim Bi-Borough Director of ICT
2. Given the volume of digital correspondence received by councillors and the lack of division between these and their private emails the committee considered that it would be useful for all members to receive a dedicated training session on IT/digital security.	Ben Goward has been invited to the meeting on 24 November to provide a verbal update on this issue and answer any questions that members may have.	Ben Goward, Interim Bi-Borough Director of ICT, Janis Best, Member Services Manager)