

Coventry City Council

Minutes of the Audit and Procurement Committee held on 19 August 2013

Members Present: H Sweet (Chair)
S Bains, J Blundell and R Sandy,

Other Members Present: D Gannon

Employees Present: M Reeves, F Collingham , J West (Chief Executive's)
H Abraham, B Hastie, S Iannantouni and H Peacocke
(Resources)

33. Apologies

Councillors T Sawdon and B Singh

34. Declarations of Interest

None

35. JEEP (Justify Expenditure, Examine Performance) Campaign - Initial Report

The Committee considered a report from the Director of finance and Legal Services which summarised the actions identified so far as part of the JEEP (Justify Expenditure, Examine Performance) Campaign and were in the process of being implemented by management.

The Campaign was started by the Chair in June and aimed at identifying everyday changes that can be made to save cash and to help the Council become more efficient. Sixty suggestions had already been received and categorised as follows:

1. Things we can already do
2. Matters which required further exploration by officers
3. Matter which required political approval and
4. Some which were not feasible

It was agreed to communicate with each of the people who had responded to the campaign.

It was agreed that JEEP would be a standard item on the committee's agenda.

Resolved that the Audit and Procurement Committee

- (1) Approve the way forward proposed in the report for managers to implement the actions identified.**

(2) Endorse the way forward for further actions to come forward to Audit and Procurement Committee at an appropriate point in the decision making process.

36. Citivision Magazine

The Committee considered a report from the Executive Director, Resources, which outlined the context and rationale for considering options around the future of Citivision magazine.

The Council issued the magazine quarterly to 127,000 premises in Coventry and the Report put forward 4 options:

1. Continue as at present
2. Reduce to 3 issues per annum
3. Reduce to 2 issues per annum
4. Publish online only.

RESOLVED that options for the future of Citivision are referred to Cabinet Member (Policy, Leadership and Governance) for consideration at a future meeting.

37. Reduction in spend of print related promotional literature

The Committee considered a report from the Director of finance and Legal Services which outlined the context and rationale for considering options around the reduction in spend of print related promotional literature.

The report presented proposals to reduce the amount spent on print by limiting the number of paper items and instead making them available for download from the Council's website as well as promoting events more effectively through the use of online communications tools including social media.

Resolved that the Audit and Procurement Committee recommend that the Centralised Communications budget be reduced by £50,000 per annum

38. Greater use of Salary Sacrifice Schemes

The Committee considered a briefing note update on salary sacrifice employee offer.

It was noted that the Council had an employee salary sacrifice cycle offer and also a child care voucher salary sacrifice offer which were popular with employees.

The possibility of a further salary sacrifice offer in the form of IT equipment (lap tops, tablets and mobile phones) was also being investigated.

RESOLVED that an IT equipment employee salary sacrifice offer continues to be moved forward and implemented once a suitable supplier is found.

39. **"Paperless" Meetings**

The Committee considered a briefing note on savings and efficiencies which could be achieved by operating "paperless" meetings.

RESOLVED that the Audit and Procurement Committee endorses the proposal that electronic working is rolled out in a phased manner, as follows:

Phase 1:

- 1. Individual Cabinet Member meetings and Advisory Panels**
- 2. Cabinet Briefing and all other briefings/ agenda conferences, etc.**
- 3. Scrutiny boards (all 5) plus Scrutiny Co-ordination Committee**
- 4. Audit and procurement Committee**

Phase 2 – 3 months' later:

- 1. Cabinet**
- 2. Health and Well-Being Board**
- 3. Ethics committee**

Phase 3 – in 6 months:

- 1. Council**
- 2. All other committees and bodies (excluding Planning and Licensing & regulatory, for now)**

40. The Chair thanked the Officers for their contribution to the JEEP campaign and assisting in formulating the proposals before the meeting.

41. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved.**

None.

(Meeting closed at 16.45)

Signed: _____

Chair

Date: _____