



## **Efficiency and Performance Sub (Finance) Committee**

**Date:** WEDNESDAY, 30 NOVEMBER 2016  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOMS - WEST WING, GUILDHALL

**Members:** Jeremy Mayhew (Chairman)  
Deputy Roger Chadwick (Deputy Chairman)  
Randall Anderson  
Nigel Challis  
Deputy Anthony Eskenzi  
Sheriff & Alderman Peter Estlin  
Deputy Jamie Ingham Clark  
Alderman Alastair King  
Ian Seaton  
Deputy John Tomlinson  
Philip Woodhouse

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**Lunch will be served in the Guildhall Club at 1pm**  
**NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell**  
**Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES OF THE PREVIOUS MEETING**  
To agree the public minutes and non-public summary of the meeting held on 12 October 2016.  

**For Decision**  
(Pages 1 - 4)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**  
Report of the Town Clerk.  

**For Information**  
(Pages 5 - 6)
5. **EXTERNAL SPEAKER - EMBEDDING A CULTURE OF CONTINUOUS IMPROVEMENT**  
To hear a presentation from an external speaker from the Continuous Improvement Institute.  

**For Information**
6. **DEPARTMENTAL BUSINESS PLANNING PROCESS**  
The Town Clerk to be heard.  

**For Information**
7. **EFFICIENCY AND SUSTAINABILITY PLAN - NEXT STEPS**  
Report of the Chamberlain.  

**For Information**  
(Pages 7 - 14)
8. **THE ESTABLISHMENT OF A PROCUREMENT INVEST TO SAVE FUND**  
Report of the Chamberlain. This report was approved by the Finance Committee on 15 November 2016.  

**For Information**  
(Pages 15 - 20)
9. **WORK PROGRAMME FOR FUTURE MEETINGS**  
Report of the Town Clerk.  

**For Information**  
(Pages 21 - 22)
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

12. **EXCLUSION OF THE PUBLIC**  
MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**

**Part 2 - Non-Public Agenda**

13. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**  
To agree the non-public minutes of the meeting held on 12 October 2016.
- For Decision**  
(Pages 23 - 26)
14. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**  
Report of the Town Clerk.
- For Information**  
(Pages 27 - 28)
15. **SERVICE BASED REVIEW MONITORING**  
Joint report of the Town Clerk and Chamberlain.
- For Information**  
(Pages 29 - 36)
16. **GUILDHALL SCHOOL - SUSTAINABILITY (OPERATING MODEL REVIEW) BY PA CONSULTING**  
Joint report of the Town Clerk and Chamberlain. This report was considered by the Board of Governors of the Guildhall School of Music and Drama on 14 November 2016, and will be considered by the Finance Committee on 13 December 2016 and Policy and Resources Committee on 15 December 2016.
- For Information**  
(Pages 37 - 80)
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**