



Finance Committee

Date: TUESDAY, 6 JUNE 2017
Time: 1.45 pm
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Jeremy Mayhew (Chairman)	Gregory Lawrence
Deputy Jamie Ingham Clark (Deputy Chairman)	Tim Levene
Randall Anderson	Oliver Lodge
Alderman Nick Anstee	Paul Martinelli
Nicholas Bensted-Smith	Deputy Robert Merrett
Chris Boden	Hugh Morris
Mark Bostock	Deputy Henry Pollard
Deputy Roger Chadwick	William Pimlott
Dominic Christian	Alderman Matthew Richardson
Karina Dostalova	Sheriff & Alderman William Russell
Simon Duckworth	James de Sausmarez
Sheriff & Alderman Peter Estlin	Ian Seaton
Sophie Anne Fernandes	Sir Michael Snyder
Alderman Timothy Hailes	Deputy James Thomson
Caroline Haines	Deputy Philip Woodhouse
Christopher Hayward	Mark Boleat (Ex-Officio Member)
Deputy Tom Hoffman	Deputy Catherine McGuinness (Ex- Officio Member)
Michael Hudson	Andrew McMurtrie (Ex-Officio Member)
Deputy Wendy Hyde	Deputy Alastair Moss (Ex-Officio Member)
Deputy Clare James	

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Lunch will be served in 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 2 May 2017.

For Decision
(Pages 1 - 12)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**
Report of the Town Clerk.

For Information
(Pages 13 - 16)
5. **REPORT OF THE WORK OF THE SUB-COMMITTEES**
Report of the Town Clerk.

For Information
(Pages 17 - 18)
6. **TO APPOINT MEMBERS TO VACANCIES ON THE SUB-COMMITTEES**
The Chairman to be heard.

For Decision
7. **DRAFT PUBLIC MINUTES OF THE EFFICIENCY AND PERFORMANCE SUB-COMMITTEE**
To note the draft public minutes of the meeting held on 17 May 2017.

For Information
(Pages 19 - 24)
8. **PROVISIONAL OUTTURN 2016/17**
Report of the Chamberlain.

For Information
(Pages 25 - 34)
9. **CITY PROCUREMENT EFFICIENCY AND SAVINGS TARGET 2017/18**
Report of the Chamberlain.

For Information
(Pages 35 - 38)
10. **IT DIVISION - QUARTERLY UPDATE**
Report of the Chamberlain.

For Information
(Pages 39 - 42)

11. **CHAMBERLAIN'S DEPARTMENT RISK MANAGEMENT - MONTHLY REPORT**
Report of the Chamberlain.

For Information
(Pages 43 - 44)
12. **CHARITIES POOL RISK REGISTER**
Report of the Chamberlain.

For Decision
(Pages 45 - 50)
13. **FUNDING OF THREE ADDITIONAL STAFF TO THE CORPORATE AND PUBLIC LAW DIVISION OF THE COMPTROLLER & CITY SOLICITOR'S DEPARTMENT**
Report of the Comptroller and City Solicitor. This report will also be considered by the Establishment Committee on 19 June 2017.

For Decision
(Pages 51 - 56)
14. **CENTRAL CONTINGENCIES**
Report of the Chamberlain.

For Information
(Pages 57 - 62)
15. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY AND URGENCY PROCEDURES**
Report of the Town Clerk.

For Information
(Pages 63 - 64)
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
18. **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

19. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**
To agree the non-public minutes of the meeting held on 2 May 2017.

For Decision
(Pages 65 - 70)
20. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**
Report of the Town Clerk.

For Information
(Pages 71 - 72)

21. **REPORT OF THE WORK OF THE SUB-COMMITTEES - NON-PUBLIC ISSUES**
Report of the Town Clerk.
For Information
(Pages 73 - 76)
22. **DRAFT NON-PUBLIC MINUTES OF THE EFFICIENCY AND PERFORMANCE SUB-COMMITTEE HELD ON 17 MAY 2017**
To note the draft non-public minutes of meeting held on 17 May 2017.
For Information
(Pages 77 - 80)
23. **OPERATIONAL PROPERTY REVIEW - INCENTIVISATION REVIEW**
Joint report of the City Surveyor and Chamberlain. A draft minute of the Corporate Asset Sub-Committee's discussion of this report is also included for Members' information.
For Decision
(Pages 81 - 100)
24. **MINOR WORKS STRATEGIC SOLUTION - PROCUREMENT STAGE 1**
Joint report of the Chairman of the Facilities Services Procurement Category Board and the Chamberlain
For Decision
(Pages 101 - 106)
25. **POTENTIAL LEGAL ACTION TO RECOVER SUMS OWED BY A FORMER COMMERCIAL TENANT**
Report of the Comptroller and City Solicitor. This report will also be considered by the Property Investment Board on 21 June 2017.
For Decision
(Pages 107 - 114)
26. **REPORT ON WAIVERS AT £50K AND OVER GRANTED SINCE THE LAST FINANCE COMMITTEE**
Report of the Chamberlain.
For Information
(Pages 115 - 120)
27. **NON-PUBLIC DECISIONS TAKEN UNDER DELEGATED AUTHORITY AND URGENCY PROCEDURES**
Report of the Town Clerk.
For Information
(Pages 121 - 122)
28. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
29. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**