



Efficiency and Performance Sub (Finance) Committee

Date: WEDNESDAY, 15 NOVEMBER 2017
Time: 11.00 am
Venue: COMMITTEE ROOMS - WEST WING, GUILDHALL

Members: Jeremy Mayhew (Chairman)
Deputy Jamie Ingham Clark (Deputy Chairman)
Randall Anderson
Chris Boden
Alderman Peter Estlin
Alderman Matthew Richardson
Ian Seaton
Deputy Philip Woodhouse

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Lunch will be served in the Guildhall Club at 1pm

**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 of the meeting held on 26th September 2017.
For Decision
(Pages 1 - 4)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**
Report of the Town Clerk.
For Information
(Pages 5 - 6)
5. **WORK PROGRAMME AND FUTURE REPORTING**
Report of the Town Clerk.
For Decision
 - a) Work Programme for future meetings (Pages 7 - 8)
 - b) Departmental Reporting (Pages 9 - 10)
6. **SBR CROSS-CUTTING REVIEWS**
Joint Report of the Chamberlain and the Town Clerk.
For Decision
(Pages 11 - 20)
7. **CORPORATE & DEPARTMENTAL BUSINESS PLANNING**
Report of the Town Clerk.
For Information
(Pages 21 - 30)
8. **EFFICIENCY AND SUSTAINABILITY PLAN UPDATE - CENTRAL RISK REVIEW**
Report of the Chamberlain.
For Information
(Pages 31 - 38)
9. **CHAMBERLAIN'S DEPARTMENT EFFICIENCY AND SUSTAINABILITY PROPOSALS**
Report of the Chamberlain.
For Information
(Pages 39 - 44)
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 26th September 2017.
For Decision
(Pages 45 - 48)
14. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**
Report of the Town Clerk.
For Information
(Pages 49 - 50)
15. **EFFICIENCY AND SUSTAINABILITY PLAN UPDATE - CHIEF OFFICER PEER REVIEW**
Joint Report of the Chamberlain and the Town Clerk.
For Information
(Pages 51 - 52)
16. **SBR DEPARTMENTAL SAVINGS**
Joint Report of the Chamberlain and the Town Clerk.
For Decision
(Pages 53 - 60)
17. **FACILITIES MANAGEMENT REVIEW**
Joint Report of the Town Clerk, the City Surveyor and the Chamberlain.
For Information
(Pages 61 - 66)
18. **COMMERCIAL CONTRACT MANAGEMENT**
Report of the Chamberlain.
For Information
(Pages 67 - 72)
19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**