

Committee:	Date:
Policy and Resources	14 March 2019
Subject: Committee Terms of Reference and Compositions	Public
Report of: Town Clerk Report Author: Greg Moore, Principal Committee and Members Services Manager	For Decision

Summary

1. The Policy and Resources Committee is responsible for the City Corporation's governance arrangements, including the composition and terms of reference of the various committees of the Court of Common Council. As a consequence, any material changes need to be considered by this Committee, prior to them being considered by the Court of Common Council as part of the annual "White Paper" process in April of each year. All Committees are required to review their terms of reference on an annual basis.
2. With respect to this Committee's terms of reference, whilst no change has been made since they were last considered, a copy of the Committee's current constitution and terms of reference is attached for your information as Appendix H. This report focuses on the changes suggested by other committees which are of a material nature. The report does not cover minor changes such as the insertion of certain words for greater clarity.
3. The following Committees have proposed amendments to their composition, terms of reference and/or governance arrangements of sufficient scope to merit consideration by this Committee.
 - Education Board
 - Establishment Committee
 - Police Committee
 - Board of Governors of the Guildhall School of Music & Drama
 - Hampstead Heath, Highgate Wood & Queen's Park Committee
 - Freedoms Applications Committee
 - Culture, Heritage & Libraries Committee
 - Social Investment Board

Details of the proposed amendments are set out in the body of this report and in the attached appendices. In addition, the Establishment Committee has requested that a change to the Finance Committee's composition be considered.

Recommendations

4. It is recommended that, subject to any comments made this day, no change be made to the composition and terms of reference of this Committee (Appendix H) and that, in respect of other Committees, consideration be given to the following:-

- the changes to the quorum and additional wording to reflect more accurately the Education Board's role (Appendix A);
- a change to the Establishment Committee's composition to reflect the addition of the Chair of Policy and Resources and the Chair of Finance (or their nominees) as ex-officio Members (the latter in lieu of the existing Finance Committee appointment) (Appendix B);
- the Establishment Committee's request that the Chair of that Committee (or their nominee) be made an ex-officio Member of the Finance Committee (Appendix B);
- the change to the Police Committee's name (Appendix C);
- the insertion of an additional clause to the Board of Governors of the Guildhall School of Music & Drama's terms of reference to reflect its responsibility for the promotion of equality and diversity throughout the School (Appendix D);
- the granting of nomination rights to the Court of Aldermen for one place on the Hampstead Heath, Highgate Wood & Queen's Park (HHHWQP) Committee (Appendix E);
- additions to the Freedom Applications Committee's terms of reference to reflect the current requirements and expectations associated with the Committee and its role (Appendix F);
- additions to the Culture, Heritage & Libraries Committee's terms of reference to capture the extent of its responsibilities more fully (Appendix G); and,
- the proposal to amend the composition of the Social Investment Board, including removing the Chair of Policy and Resources (or their nominee) as a Member and transferring direct appointment rights to the Court.

Main Report

Background

1. The Policy and Resources Committee is responsible for the City Corporation's governance arrangements which, amongst other things, include committees. Any material changes to committee constitutions or terms of reference therefore need to be considered by this Committee prior to them being considered by the Court of Common Council in April.
2. As far as this Committee is concerned no change has been made to its constitution or terms of reference since they were last considered. Whilst a copy of the Committee's constitution, membership (which is subject to change from 25 April 2019) and terms of reference is attached as Appendix 1 for consideration, this report focuses on the changes suggested by other committees which are of a material nature. It does not cover minor changes such as the insertion of certain words for greater clarity or to reflect changes to job titles.

Education Board

3. The Education Board is requesting a change to its quorum arrangements, decreasing the requirement from five to three Common Councilmen. It is also seeking approval for wording to grant it responsibility for the oversight of skills and

work-related learning and cultural and creative learning. A collection of further, minor amendments are also sought.

4. The requested amendments are set out in Appendix A, with additions underlined and deletions struck-through.

Establishment Committee and Finance Committee

5. The Establishment Committee considered that its composition should be such that the Chair of Policy & Resources (or their nominee) is given an ex-officio position. (It should be noted that the Chair of Establishment already holds an ex-officio position on the Policy and Resources Committee.)
6. The Committee also considered that it would be appropriate for the Chairman of the Finance Committee (or their nominee) to become an ex-officio Member of the Establishment Committee. This would be instead of the current arrangement, whereby the Finance Committee nominates one of its number to serve as a full Member on Establishment.
7. The intention, with respect to the Finance Committee nomination, was for reciprocal arrangements to be agreed. This would have seen the Chair of Establishment (or their nominee) given an ex-officio place on the Finance Committee. However, the Finance Committee did not support this recommendation and, accordingly, was not minded to recommend an amendment to its composition.
8. The Establishment Committee, however, has suggested that the proposal and supporting rationale were not adequately conveyed to the Finance Committee, leading to their rejection. A resolution to that effect is set out at Appendix B, together with the requested amendment to Establishment's composition.
9. The Establishment Committee is, therefore, requesting that the Policy and Resources Committee agree to the changes to its composition whilst also interceding in respect of the Finance Committee, recommending to the Court that the Chair of Establishment should also be made an ex-officio Member of the Finance Committee.
10. Members are asked to consider the requested amendments to the Establishment Committee's composition and also consider that Committee's request for the Finance Committee's composition to be altered.

Police Committee

11. As reported to previous meetings of the Policy and Resources Committee, the governance arrangements relating to the police authority function are currently being reviewed and enhanced.
12. As part of this process, the Police Committee is recommending a change of name to the "Police Authority Board". There is also a minor amendment to remove specificity in relation to sub-committees. The proposed amendments are set out at Appendix C.

Board of Governors of the Guildhall School of Music & Drama

13. The Board of Governors is requesting a straightforward change whereby an additional clause is inserted to reflect its “responsibility for the promotion of equality and diversity throughout the School.” This is set out at Appendix D.

Hampstead Heath, Highgate Wood & Queen’s Park (HHHWQP) Committee

14. The HHHWQP Committee, upon reviewing its Terms of Reference, requested that a recommendation be made for the Committee’s composition to be altered such that the Court of Aldermen be given the right to nominate one Alderman to serve on the Committee. This would be in place of one of the existing Common Council vacancies.
15. Legal advice was sought on the constitution of the Committee, which is appointed subject to the London Government Reorganisation (Hampstead Heath) Order 1989, to confirm that such a change would be consistent and permitted under the Order. It was confirmed that the Court of Aldermen could be given nomination rights, subject to the formal appointment being made by the Court of Common Council (in the same fashion as a number of other committees, to which the Aldermen have nomination rights). A fuller report on this issue, including the proposed revised constitution, is attached at Appendix E.

Freedom Applications Committee

16. The Freedom Applications Committee is proposing the addition of three clauses to its terms of reference, to reflect its expanded role in respect of the comparatively new various forms of freedom, the policy implications that might be associated with the freedom, and the provision of guidance to Members and Livery Companies. These are set out at Appendix F.

Culture, Heritage & Libraries Committee

17. The Culture, Heritage & Libraries Committee has agreed a number of additional clauses for inclusion within its terms of reference, to accurately reflect its range of responsibilities. These cover its oversight of:-
- London’s Roman Amphitheatre and the City of London Heritage Gallery (under Guildhall Art Gallery)
 - The City of London’s Outdoor Arts Programme (using the old City of London Festival budget)
 - City Arts Initiative – approving recommendations for artworks in the public realm
 - The Guildhall Yard Public Programme (event content only)
 - City of London Police Museum

A revised terms of reference is set out at Appendix G.

Social Investment Board

18. Although not a Grand Committee and so subject to different arrangements (i.e. its composition and terms of reference flow from the Investment Committee and are set by that body), the Policy & Resources Committee is still affected by proposed changes to the Social Investment Board.

19. The current composition is as follows:
- Chairman to be determined by the Board*
 - The Chairman of the Policy & Resources Committee for the time being or his/her nominee;
 - The Chairman of the Finance Committee for the time being or his/her nominee;
 - The Chairman of the City Bridge Trust Committee for the time being or his/her nominee;
 - One Member of the City Bridge Trust Committee;
 - The Chairman of the Financial Investment Board for the time being or his/her nominee;
 - One Member of the Financial Investment Board;
 - One Member of the Property Investment Board;
 - Three Members of the Court of Common Council elected by the Investment Committee, one of whom shall have fewer than five years' service on the Court at the time of their appointment.
20. The Board, however, is proposing that the composition should be simplified, to be as follows:
- Chairman to be determined by the Board
 - Three Members of the Investment Committee;
 - Three Members of the City Bridge Trust Committee;
 - Three Members with social investment interest elected from the wider Court of Common Council; and
 - Up to three co-opted Members appointed according to the existing process.
21. The Policy and Resources Committee would, therefore, lose the place currently reserved for the Chair or their nominee. Direct appointment rights for three places on the Board would also be placed in the gift of the Court.

Conclusion

22. The Committee is asked to consider the proposed amendments to Terms of Reference and Constitutions set out above, as requested by various committees. Those which are approved will be submitted to the Court of Common Council in April for final approval.

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