

FINANCE COMMITTEE EXTRACT – ITEM 5 – 19 FEBRUARY 2019

5. ANNUAL REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE

The Committee considered a report of the Town Clerk concerning the Committee's Terms of Reference. Members noted that an updated version of the Sub Committee's terms of reference had been tabled at the meeting.

The Chairman sought the Committee's views on a request he had received from the Establishment Committee: that the Establishment Committee have authority to appoint one Member of its Committee to the Finance Committee, in the same way that the Finance Committee currently do for the Establishment Committee. The case in favour would be that this would be reciprocal, which could be justified by the fact that staff costs were a high proportion of the City Corporation's financial outgoings. The case against could be that the Finance Committee was already large.

A Member said that, on balance, he felt that it was not necessary for a Member of the Establishment Committee to be represented on the Finance Committee, agreeing that the Finance Committee was already fairly sizeable.

The Chairman explained that the Procurement Sub Committee terms of reference had been updated to make reference to attention that the Sub Committee would be giving to the Action and Know Fraud contract by the use of the wording: *"to review and scrutinise procurement projects or supplier contracts more forensically in terms of value for money, contract performance, contract disputes or commercial negotiations, when requested by the Finance Committee"*.

The Chairman of the Digital Services Sub Committee then spoke through the changes to the terms of reference for his Sub-Committee, highlighting that the amended terms of reference included reference to all data protection breaches (not all of which are computer based). Members agreed that the following clause, could be taken out of the terms of reference: *"i.e. personal data processed wholly or partly by electronic means of which forms part of, or is intended to form part of a physical filing system."*

The Chairman sought the Committee's approval for delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman in case there were any further tweaks to be made to the terms of reference of the Committee and its Sub Committees.

RESOLVED, that:

- The Terms of Reference of the Finance Committee be approved for submission to the Court; and
- It be agreed that any changes to the Terms of Reference required in the lead up to the appointment of Committees be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman.