

Committee:	Date:
Audit and Risk Management Committee	7 May 2019
Subject: Appointment of the Nominations Sub Committee and Appointments to the Police Performance and Resource Management Sub (of the Police Committee)	Public
Report of: Town Clerk & Chief Executive	For Decision
Report author: Chloe Rew, Town Clerk's Department	

Summary

The purpose of this report is to ask the Audit and Risk Management Committee to appoint the Nominations Sub-Committee, approve its composition and Terms of Reference; and to appoint 2 Members to serve on the Police Performance and Resource Management Sub (of the Police Committee).

Recommendations

The Committee is asked to:

1. Agree the appointment, composition and Terms of Reference of the Nominations Sub-Committee (up to 6 Members, including the Chairman and Deputy Chairman of the Grand Committee and one External Member, to give an independent perspective).
2. Appoint 2 Members to the Police Performance and Resource Management Sub Committee.

Main Report

1. The purpose of this report is to consider the appointment of Members to the Nominations Sub Committee for 2019/20 and to approve its composition and Terms of Reference. Additionally, the Audit and Risk Management Committee is asked to appoint two of its Members to serve on the Police Performance and Resource Management Sub Committee (Police Committee).

Nominations Sub Committee

2. At your Committee on 16 January 2018 (**Appendix A**), Members agreed to establish a Nominations Sub Committee, its composition and Terms of Reference (**Appendix B**). Nominations Sub Committees generally meet 2 or 3 times a year but can also be arranged as and when required.

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3. Although the Terms of Reference state one external Member is to be appointed to the Sub Committee in order to give an independent perspective, two external Members were appointed for 2018/19 in the absence of any other expressions of interest.

Police Performance and Resource Management Sub (of the Police Committee)

4. Members are asked to indicate whether they wish to serve on the Police Performance and Resource Management Sub Committee. External Members may be appointed.

Conclusion

Members are asked to note the contents of this report and consider the appointments, compositions and Terms of Reference as set out in the recommendations.

Appendices

- A. Report to the Audit and Risk Management Committee – 16 January 2018.
- B. Terms and Reference and Composition of the Nominations Sub Committee of the Audit and Risk Management Committee.

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	APPENDIX A
Committee: Audit and Risk Management	Date: 16 January 2018
Subject: Succession Planning for External Members: to appoint a Nominations Sub Committee of the Audit and Risk Management Committee	Public
Report of: Town Clerk	For Decision
Report Author: Julie Mayer	

Summary

At its meeting on 16 January 2014, the Court of Common Council agreed to vary the procedure for the appointment of External Members to the Audit and Risk Management Committee, in order to allow them to be appointed for a further term, with a maximum of two terms being served as the norm. Since then, the Court has agreed to renew the terms of two External Members for a third term, expiring in 2020 and 2021 respectively. The Committee's other External Member is currently serving a second term which will expire in 2019.

Members are reminded that the UK Corporate Governance Code (Guidance on Audit Committees) states that appointments can be extended, by no more than two additional three-year periods, so long as Members continue to be independent. It is not unusual practice, in other local authorities, for External Members of both Audit and Standards Committees to serve three terms.

However, to keep a fresh perspective and to prepare for future appointments, Members are asked to consider the good practice of other City of London Corporation Boards and Committees, which appoint External Members, by establishing a Nominations Sub Committee and maintaining a portfolio of potential future External Members.

RECOMMENDATION – That:

1. A Nominations Sub Committee, of the Audit and Risk Management Committee, be established and the number and composition of its membership be agreed.
2. The Draft Terms of Reference at Appendix 1 be considered and approved.
3. Members of the Sub Committee be appointed at the first meeting of the Audit and Risk Management Committee, following the Annual Court of Common Council in April 2018.
4. The first meeting of the Sub Committee be convened for June 2018 at which Members will be asked to recommend, to the Grand Committee, the frequency of future meetings.

Background

Members of Sub Committees are generally appointed by Grand Committees at their first meeting following the Annual Court; i.e. 29th May 2018 for the Audit and Risk Management Committee. As the terms of our External Members expire in 2019, for a Member serving a second term, and 2020 and 2021 respectively, for two Members serving their third terms, it is timely for Members of the Audit and Risk Management Committee to consider appointing a Nominations Sub Committee.

The Barbican Centre Board has run a successful Nominations Sub Committee some years and Members are asked to consider the draft Terms of Reference (at Appendix 1 to this report) based on this model.

Membership of the Sub Committee could comprise of 5 or 6 Members, including the Chairman and Deputy Chairman of the Grand Committee and one External Member, to give an independent perspective.

Nominations Sub Committees generally meet 2 or 3 times a year but could be arranged as and when required. At the initial meeting of the Sub Committee, Members would be asked to recommend the timing and frequency of meetings to the Grand Committee.

The Barbican Centre Board's Nominations Sub Committee also undertakes regular skills audits. Members of the Audit and Risk Management Nominations Sub Committee might like to consider either adopting this practice or analysing feedback from the Committee Effectiveness Survey.

Implications

There are likely to be costs incurred in advertising, depending on which options Members favour.

Conclusion

In order to keep a fresh perspective and to prepare for future appointments, Members are asked to consider the good practice of other City of London Corporation Boards and Committees, which appoint External Members, by introducing a Nominations Sub Committee and maintaining a portfolio of potential future External Members.

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Nominations Subcommittee: Current Membership 5

Up to 4 Members to be appointed by the Grand Committee (in addition to the Chairman and Deputy Chairman).

Meetings in 2018/19 2

1.1 The current composition is as follows:

	Chairman of the Grand Committee
	Deputy Chairman of the Grand Committee
3.	Randall Anderson
4.	Kenneth Ludlam (external)
5.	Caroline Mawhood (external)
6.	vacancy

1.2 Terms of Reference and Composition of the Nominations Sub Committee

Membership: 5 or 6 Members, including the Chairman and Deputy Chairman of the Grand Committee and one External Member, to give an independent perspective.

1. To make recommendations to the Audit and Risk Management Committee on the appointment of all External Members to the Committee.
2. To undertake Skills Audits of the Committee periodically (or analyse information from the Committee Effectiveness Survey) to inform the appointment of External Members to the Committee.
3. To consider the most appropriate way to recruit External Members to the Committee, including the placing of advertisements or the use of personal contacts.
4. The Sub Committee will have advisory powers only and make recommendations to the Board.