

Committees: Finance Committee	Date: 21 May 2019
Subject: Appointment of Sub-Committees and representatives on other Committees	Public
Report of: Town Clerk	For Decision
Report author: John Cater, Town Clerk's Department	

Summary

The purpose of this report is to consider the appointment of the Committee's Sub-Committees for 2019/20, to approve their composition and Terms of Reference and to appoint representatives to a number of other City Corporation positions.

The Finance Committee currently appoints to five Sub-Committees:

- Corporate Asset Sub-Committee
- Digital Services Sub-Committee
- Efficiency & Performance Sub-Committee
- Finance Grants Oversight and Performance Sub-Committee
- Procurement Sub-Committee

In addition to the appointment of Members to its own Sub-Committees, the Committee also has the opportunity to make appointments to other Grand Committees and Sub-Committees. These are:

- Establishment Committee (1 Member)
- Barbican Centre Board (1 Member)
- Projects Sub (Policy & Resources) Committee (2 Members)
- Courts Sub (Policy & Resources) Committee (1 Member)
- Streets and Walkways Sub (Planning & Transportation) Committee (1 Member)

Recommendations

Members are asked to:

- a) Agree the composition and Terms of Reference of the following Sub-Committees as set out in Appendix A;
 - i. Corporate Asset Sub-Committee
 - ii. Digital Services Sub-Committee
 - iii. Efficiency & Performance Sub-Committee
 - iv. Finance Grants Oversight and Performance Sub-Committee
 - v. Procurement Sub-Committee

- b) Agree that the Chairman and Deputy Chairman of the Grand Committee are appointed to the following Sub-Committees:
 - i. Corporate Asset Sub-Committee
 - ii. Digital Services Sub-Committee

- iii. Efficiency & Performance Sub-Committee
 - iv. Finance Grants Oversight and Performance Sub-Committee
 - v. Procurement Sub-Committee
- c) Agree the appointment of the Chairman and Deputy Chairman of each of the following Sub-Committees:
- i. Corporate Asset Sub-Committee
 - ii. Digital Services Sub-Committee
 - iii. Efficiency & Performance Sub-Committee
 - iv. Finance Grants Oversight and Performance Sub-Committee
 - v. Procurement Sub-Committee
- d) Notes the appointment of the following members of other Committees to Sub-Committees:
- i. Corporate Asset Sub-Committee – up to three Members each of the Policy and Resources Committee and of the Property Investment Board
 - ii. Digital Services Sub-Committee – one Member of the Police Committee, as the Special Interest Area holder for IT.
- e) agree the appointment of Members to the following Sub-Committees, between the following minimum and maximum total number of Members including, the Chairman and Deputy Chairman of the Grand Committee and those Members appointed as Chairmen or Deputy Chairmen for CASC, Digital Services, Finance Grants and Procurement Subs:
- i. Corporate Asset Sub-Committee – **a minimum of four and maximum of nine total Members of the Finance Committee**
 - ii. Digital Services Sub-Committee – **a minimum of 10 and maximum of 12 Members, drawn from the Finance Committee and Court of Common Council**
 - iii. Efficiency & Performance Sub-Committee – **a minimum of nine and maximum of 13 total Members of the Finance Committee**
 - iv. Finance Grants Oversight and Performance Sub-Committee – **a minimum of nine and a maximum of 13 total Members of the Finance Committee**
 - v. Procurement Sub-Committee – **a minimum of nine and a maximum of 12 total Members of the Finance Committee**
- f) agree the appointments of representatives to the following Committees and Sub-Committees:
- Establishment Committee - **1 vacancy**
 - Barbican Centre Board - **1 vacancy**
 - Projects Sub (Policy & Resources) Committee - **2 vacancies**
 - Courts Sub (Policy & Resources) Committee - **1 vacancy**
 - Streets and Walkways Sub (Planning & Transportation) Committee - **1 vacancy**
- g) agree the appointments of representatives for informal consultation with the Court of Aldermen and the Policy and Resources Committee on Mayoralty and Shrievalty Allowances (allocation typically includes the Chairman and the Deputy Chairman of the Finance Committee) – **3 vacancies**

- h) note that the Chairman and Deputy Chairman of the Finance Committee will be Members of the Resource Allocation Sub (Policy and Resources) Committee.
- i) note that the Chairman and Deputy Chairman will be ex-officio Members of the following Committees:
- Policy & Resources Committee
 - Investment Committee
 - Audit and Risk Management Committee
 - Hospitality Working Party (Policy and Resources)
- j) Note that the Chairman (or his nominee) will be an ex-officio Member of the following Committees:
- Social Investment Board
 - Public Relations and Economic Development Sub (Policy and Resources) Committee
- k) agree that the Committee should continue to meet “every fourth week on Tuesdays” with the exception of recess periods.

Main Report

Background

1. This report asks Members to consider the appointment and composition of the Finance Committee’s Sub-Committees. It also details the representatives that the Committee is requested to appoint to serve on other City Corporation Committees or in other positions.
2. As set out in its Terms of Reference, there are a number of areas of the Finance Committee’s work which require greater focus and therefore the following Sub-Committees have been created to manage those areas:
 - Corporate Assets;
 - Digital Services;
 - Efficiency & Performance;
 - Finance Grants Oversight and Performance; and
 - Procurement
3. Each of these Sub-Committees is considered in turn below. Details of their proposed composition and Terms of Reference are set out in Appendix 1 of this report.

Finance Committee Sub-Committee appointments

(A) Corporate Asset Sub-Committee

4. Composition:
 - Chairman and Deputy Chairman of the Finance Committee
 - Chairman and Deputy Chairman of the Sub-Committee

- A maximum of **Five** additional Finance Committee Members
- Three members of the Policy and Resources Committee
- Three members of the Property Investment Board.

Should any vacancies remain following the first meeting of each of these Committees, these vacancies will be made available to all Members to the Court of Common Council, to be appointed by the Finance Committee at its next meeting.

5. The Sub-Committee is working well, and it is suggested that it continues to be scheduled to meet six times per year.
6. The Sub-Committee met six times in 2018/19. Membership and attendance from Finance Committee representatives was as follows:

Finance Committee Representatives

Nick Bensted-Smith (Chairman of the Sub-Committee)	6/6
Dominic Christian (Deputy Chairman of the Sub-Committee)	4/6
Randall Anderson	6/6
Michael Hudson	5/6
Wendy Hyde	5/6
Jamie Ingham Clark	4/6
Jeremy Mayhew	6/6
Philip Woodhouse	1/6

Policy & Resources Committee Representatives

Marianne Fredericks	4/6
Joyce Nash	1/6*
Jeremy Simons	3/6

Property Investment Board Representatives

John Chapman	2/6**
Alderman Gowman	3/6
Christopher Hayward	0/6**

*Joyce Nash withdrew from the Sub-Committee in October 2018.

**John Chapman and Christopher Hayward joined the Sub-Committee on 7th November

(B) Digital Services Sub-Committee

7. Composition:
 - Chairman and Deputy Chairman of the Finance Committee
 - Chairman and Deputy Chairman of the Digital Services Sub-Committee
 - A member of the Police Committee (holder of the Special Interest Area for IT)
 - A maximum of **11** additional Members; these Members are comprised of Members of Finance Committee and Members of the Court of Common Council, all appointed by the Finance Committee.
8. The Sub-Committee is working well, and it is suggested that it continues to be scheduled to meet six times per year. These meetings may be supplemented

by informal workshop meetings, to allow those Members who wish to provide their technical expertise from within the IT industry to assist officers in developing proposals to be brought before the Sub-Committee. To note, during the course of the year, the name of the Sub-Committee changed from the Information Technology Sub-Committee to the Digital Services Sub-Committee.

9. The Sub-Committee met five times in 2018/19. The membership and attendance were as follows:

<u>Finance Committee Representatives</u>	
Jamie Ingham Clark (Chairman)	5/5
Randall Anderson (Deputy Chairman)	5/5
Tim Levene	3/5
Jeremy Mayhew	5/5
Robert Merrett	1/5 [^]
Hugh Morris	1/5
Alderman Sir Andrew Parmley	1/5
<u>Court of Common Council Representatives</u>	
Rehana Ameer	2/5 [#]
John Chapman	5/5
Sylvia Moys	5/5
James Tumbridge	3/5
<u>Police Committee representative</u>	
Keith Bottomley	4/5

[^]Robert Merrett withdrew from the Sub-Committee in August 2018
[#]Appointed after the May meeting of the Sub-Committee

(C) Efficiency and Performance Sub-Committee

10. Composition
- Chairman and Deputy Chairman of the Finance Committee (who also serve as the Chairman and Deputy Chairman of the E&P Sub-Committee)
 - A maximum of 11 additional Members; these Members are drawn from the Finance Committee.
11. The Sub-Committee is working well, and it is proposed that it should continue to meet under its present arrangements, with meetings scheduled to take place six times per year.
12. The Sub-Committee met seven times in 2018/19 and the membership and attendance were as follows:

Jeremy Mayhew (Chairman)	7/7
Jamie Ingham Clark (Deputy Chairman)	6/7
Randall Anderson	7/7
Christopher Hill	1/6 [#]
Alderman Robert Howard	4/7
Paul Martinelli	5/7

Hugh Morris	4/7
Philip Woodhouse	4/7

#Appointed in January 2019

(D) Finance Grants Oversight and Performance Sub-Committee

13. The Sub-Committee is working well, and it is suggested that it continues to be scheduled to meet three times per year.
14. The Sub-Committee met twice in 2018/19 and the membership and attendance were as follows.

Simon Duckworth (Chairman)	2/2
Philip Woodhouse (Deputy Chairman)	2/2
Nicholas Bensted-Smith JP	2/2
Jamie Ingham Clark	2/2
Oliver Lodge	1/2
Jeremy Mayhew	2/2
Mark Wheatley	2/2

(E) Procurement Sub-Committee

15. The Sub-Committee is working well, and it is suggested that it continues to be scheduled to meet monthly, with the understanding that meetings can be cancelled at short notice due to limited business.
16. The Sub-Committee was formally established in June 2018 and has since met on five occasions. Membership and attendance were as follows.

Hugh Morris (Chairman)	4/5
Robert Merrett (Deputy Chairman)	5/5
Randall Anderson	4/5
John Fletcher	4/5
Michael Hudson	5/5
Jamie Ingham Clark	5/5
Clare James	1/5
Jeremy Mayhew	5/5
Susan Pearson	5/5

Representatives on other Committees etc.

(F) One representative to serve on the Establishment Committee

The Committee met eight times in 2018/19 and the representative was Deputy Jamie Ingham Clark. Deputy Ingham Clark attended all eight meetings. Deputy Ingham Clark also served on the Joint Consultative Committee, which met twice, with Deputy Ingham Clark attending both meetings.

(G) One representative to serve on the Barbican Centre Board

Deputy Wendy Hyde was appointed to the Barbican Centre Board in 2018/19. The Barbican Centre Board met six times and Deputy Hyde attended all of the meetings.

(H) Two Representatives to serve on the Projects Sub (Policy & Resources) Committee

The Sub-Committee met 11 times in 2018/19 and the representatives were Randall Anderson and Nick Bensted-Smith.

Randall Anderson	11/11
Nick Bensted Smith	5/11

(I) One representative on the Streets and Walkways Sub (Planning & Transportation) Committee

The Sub-Committee met eight times in 2018/19 and the representative was Paul Martinelli. Mr Martinelli attended seven meetings.

(J) One representative on the Courts Sub-Committee

The Sub-Committee met three times in 2018/19 and the representative was Nick Bensted Smith. Mr Bensted Smith attended two meetings

(K) Representatives for Consultation with the Court of Aldermen and Representatives of the Policy & Resources Committee on Mayoralty and Shrievalty Allowances

This deputation is responsible for giving detailed consideration to the allowance for expenses for the offices of the Lord Mayor and the Sheriffs for the coming year. In 2018/19, the Committee's representatives were the Chairman, the Deputy Chairman and Nick Bensted Smith. This Committee met twice in 2018/19.

Jeremy Mayhew	2/2
Jamie Ingham Clark	2/2
Nick Bensted Smith	0/2

(L) Membership on other Committees

The Committee is asked to note that the Chairman and Deputy Chairman of the Finance Committee are appointed as Members of the following Committees:

- Resource Allocation Sub (Policy and Resources) Committee

(M) Ex-officio representation on other Committees

The Committee is asked to note that the Chairman and Deputy Chairman of the Finance Committee are ex-officio Members of the following Committees:

- Policy & Resources Committee
- Investment Committee
- Audit & Risk Management Committee
- Hospitality Working Party (Policy and Resources)

In addition, the Chairman (or his nominee) will be an ex-officio Member of the following Committees:

- Social Investment Board
- Public Relations and Economic Development Sub (Policy and Resources) Committee

Frequency of meetings

17. The Committee is also required to review the frequency of its meetings on an annual basis. Conventionally, the Committee meets every fourth week on Tuesdays with the exception of recess. Given the amount of business the Committee considers, it is proposed that this schedule continues, although meetings will be cancelled in the event that there is not sufficient business to transact. Agenda planning will highlight the instances of this at the earliest opportunity.

Appendices

- Appendix 1 – Finance Committee Sub-Committees – Composition and Terms of Reference

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