

<b>Committee:</b> <b>Culture, Heritage and Libraries Committee</b>	<b>Dated:</b> 25 January 2021
<b>Subject: Annual Review of the Committee's Terms of Reference</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3, 8, 10
<b>Does this proposal require extra revenue and/or capital spending?</b>	
<b>If so, how much?</b>	
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	
<b>Report of: Town Clerk &amp; Chief Executive</b>	<b>For Decision</b>
<b>Report author: Chloe Rew, Committee &amp; Members Services Officer</b>	

### **Summary**

As part of the implementation of the 2011 Governance Review, it was agreed that all Committees/Boards should review their Terms of Reference Annually. This will enable any proposed changes to be considered in time for the re-appointment of Committees by the Court of Common Council in April.

### **Recommendations**

Members are asked to:

1. agree the addition at (i) 'and applications to the City's Blue Plaque Scheme';
2. agree the addition at (j) 'and Aldgate Square Public Programme';
3. agree the amendment at (r) changing the 'Culture Mile Director' to 'Director of Major Projects';
4. consider any other changes to the Committee's Terms of Reference, as required; and,
5. consider the frequency of their meetings going forward, which is currently 6 times per year.

### **Corporate & Strategic Implications**

1. Members are asked to consider the scope of the Committee's Terms of Reference and bear in mind the impact of any proposed changes, particularly resource, legal and equalities implications.

2. The Terms of Reference impacts the following outcomes of the 2018-23 Corporate Plan:
- 3 - People have equal opportunities to enrich their lives and reach their full potential;
  - 8 - We have access to the skills and talent we need;
  - 10 - We inspire enterprise, creativity and collaboration.

## **Appendices**

- Appendix 1 – Terms of Reference of the Culture, Heritage and Libraries Committee (Order of the Court – July 2020)
- Appendix 2 – Terms of Reference – Proposed amendments

## **Chloe Rew**

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