

Committee: Post-Implementation Review of Governance Working Party	Date: 4 October 2012
Subject: Terms of Reference of the Policy & Resources Committee	Public
Report of: Town Clerk	For Information
<p><u>Summary</u></p> <p>At the Working Party’s meeting on 26 September, Members asked for a brief analysis of the current terms of reference of the Policy & Resources Committee to provide greater clarity of the Committee’s duties and responsibilities. This arose from discussion about how the role of the Committee has developed since its inception in 1978.</p> <p>The principle of the Committee being responsible for advising the Court on matters of strategy and policy remains unchanged as does its role in respect of relations with Government and other authorities. It also retains its key functions in relation to resource allocation.</p> <p>The analysis is set out in the main body of this report which highlights activities that have evolved and are new to the City Corporation since the Committee was formed.</p> <p>Recommendation: That the content of this report be noted.</p>	

Main Report

Background

1. At your meeting on 26 September, Members considered the terms of reference of the Policy & Resources Committee, comparing those in place when the Committee was first created in 1978 and those agreed by the Court in 2012.
2. Members asked for a brief analysis of the current terms of reference of the Policy & Resources Committee to provide greater clarity of the Committee’s duties and responsibilities. Set out below are the current terms of reference together with a brief explanatory comment about each area of responsibility. It should be noted that the comments should be considered as guidance for Members rather than a definitive or comprehensive statement of the relevant power or duty.
3. A copy of the Committee’s terms of reference agreed by the Court in 1978 is attached for information at Appendix A.

Analysis of the Terms of Reference of the Policy & Resources Committee approved by the Court on 19 April 2012

To be responsible for:

General

(a) Considering matters of policy and strategic importance to the City of London Corporation including matters referred to it by other Committees and/or Chief Officers;

4. This is a wide-ranging duty that gives the Committee the power to consider matters that have a strategic or significant impact on the City Corporation or the wider City and includes agreeing the City Corporation's response or position in relation to emerging strategic or policy issues, reporting to the Court as appropriate. This can be across the full range of the City's activities and examples include the City Corporation's commitment to Crossrail, its stance on aviation and the City's participation in the London Olympics. It also enables the Committee (in conjunction with other Committees as appropriate) to identify and initiate corporate initiatives that support City Corporation policies and objectives ie: 'The London Youth Offer'. This includes overseeing the City Corporation's relations with Government and other Authorities including the Mayor of London.

5. It also gives the Committee its remit to consider and co-ordinate corporate policies and strategies across virtually all of the City Corporation's activities reporting to the Court as necessary ie: the City's Cultural Strategy and the draft Local Plan.

6. From time-to-time, other Committees (or Chief Officers) refer matters that are of a strategic or sensitive nature to the Policy & Resources Committee for a corporate oversight. This can include consideration of differing opinions or views between Committees on a particular matter, with a view to the Policy Committee helping to resolve such matters.

(b) the review and co-ordination of the governance of the City of London Corporation including its Committees, Standing Orders and the Outside Bodies Scheme, reporting as necessary to the Court of Common Council, together with the City Corporation's overall organisation and administration;

7. This gives the Committee the responsibility for considering and reviewing the City Corporation's overall governance (it being noted that the Audit & Risk Management Committee has specific responsibility for reporting back to the Court on any risks related to all governance issues). A good example is the work the Committee did in relation to the review of governance of the Court and all the Committees in 2010/11. It also has responsibility (working with other

relevant Committees) for considering organisational change ie: the recent creation of the new Department for the Built Environment.

(c) Overseeing, generally, the security of the City and the City of London Corporation's security and emergency planning;

8. This duty is in part as a result of legislative requirements such as the Civil Contingencies Act but also to ensure that the City Corporation has in place robust arrangements for security and resilience across all departments. The importance of the Committee's remit in this area was reinforced by events that have occurred in the City in recent years such as acts of terrorism or civil disturbances.

(d) the support and promotion of the City of London as the world leader in international financial and business services and to oversee, generally, the City of London Corporation's economic development activities, communications strategy and public relations activities;

9. Supporting and promoting the City of London as a world leader in international financial and business services is a strategic aim contained in the City Corporation's Corporate Plan. The Committee also has responsibility for the City Corporation's broad-ranging work in the field of economic development, including our work in the City fringes and corporate social responsibility. The Committee has oversight of the City Corporation's public relations and communications activities.

10. It should be noted that the Policy & Resources Committee is considering replacing the existing Public Relations Sub-Committee with a new Sub-Committee which would have oversight of the Committee's work in the fields of economic development, public affairs, public relations and communications.

(e) The use of the City's Armorial bearings and the Bridge Mark;

11. The Committee has responsibility for ensuring the proper use the City's Armorial Bearings and the Bridge House mark.

(f) The appointment of the City Surveyor (in consultation with the Investment Committee);

12. The Committee is responsible for appointing the City Surveyor (in consultation with the Investment Committee) in accordance with the City Corporation's agreed procedures.

(g) General matters not otherwise expressly provided from within the terms of reference of any other Committee;

13. This reference enables the City Corporation to consider matters where there is not a readily identifiable home with another Committee.

(h) Making recommendations to the Court of Common Council in respect of:

(i) The appointment of the Town Clerk & Chief Executive, Comptroller & City Solicitor and Remembrancer;

(ii) The Corporate Plan, Community Strategy, and other corporate strategies, statements or resolutions;

(iii) The London Boroughs Grants Scheme, of which the Court of Common Council is a levying body;

(iv) The promotion of legislation and, where appropriate, byelaws;

14. These are specific responsibilities requiring the Committee to make recommendations to the Court of Common Council, including the co-ordination of the City Corporation's legislative and regulatory activities.

Resource Allocation

(i) Determining resource allocation in accordance with the City of London Corporation's strategic policies;

15. The Committee is responsible for the overall allocation of resources and undertakes this work through the Resource Allocation Sub-Committee (whose constitution is agreed by the Court). This includes (following advice from the Corporate Asset Sub Committee), determining the City Corporation's programme for repairs, maintenance and cyclical replacement of plant & equipment in respect of all operational and non-investment properties, including the prioritisation of the various schemes and projects; determining the appropriate investment proportions between property and non-property assets and the extent of properties held by the City of London Corporation for strategic purposes, including within the City of London itself.

Corporate Assets

(j) The effective and sustainable management of the City of London Corporation's operational assets to help deliver strategic priorities and service needs;

16. The Committee delivers its work in this area through the Corporate Asset Sub-Committee (CASC). The CASC reviews the performance and adequacy of all the operational property assets of the City Corporation. It reviews the overall annual programme of work for repairs and maintenance, the utilisation of resources and ensures that a summary list of proposed schemes is submitted annually to the joint meeting of the Resource Allocation Sub-Committee and the Efficiency and Performance Sub-Committee as part of the resource allocation process. It has additional responsibilities including the asset and facilities management of Guildhall, Mansion House and the Central Criminal Court and has power to act in approving the Corporate Asset Management Plan.

17. It should be noted that, as part of this review of governance, consideration is being given to the transfer of the Policy & Resources Committee's responsibilities in this area (including the CASC) to the Finance Committee.

Projects

(k) Scrutiny and oversight of the management of major projects and programmes of work, including considering all proposals for capital and supplementary revenue projects, and determining whether projects should be included in the capital and supplementary revenue programme as well as the phasing of any expenditure;

18. This work is carried out by the Projects Sub-Committee. It authorises individual projects on behalf of the Policy and Resources Committee at each stage of the City's agreed project approval process. It also makes proposals to the Resource Allocation Sub-Committee and the Grand Committee for projects to be included in the capital/supplementary revenue programme. The Sub-Committee oversees the City Corporation's programme of projects, excluding those within the remit of the Corporate Asset Sub-Committee, to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee. It monitors the procurement arrangements for capital and supplementary revenue projects and advises the Finance Committee of any issues and it periodically reviews the City Corporation's project management processes and procedures.

Hospitality

(l) Arrangements for the provision of hospitality on behalf of the City of London Corporation;

19. The Committee has established a Hospitality Working Party (Chaired by the Chief Commoner) to oversee this work. The Working Party considers applications for hospitality which are referred to it by the Remembrancer and makes recommendations to the Grand Committee. It also keeps the arrangements for hospitality (including Committee allowances, annual functions, invitations and seating) under review. The Working Party considers and makes recommendations in respect of applications for the use of Great Hall

and keeps under review the list of approved caterers. It also reviews and makes recommendations on the level of charges for the event spaces within Guildhall.

20. It should be noted that, as part of this review, consideration is being given to the creation of a new Sub-Committee or Board (chaired by the Chief Commoner) under the Policy & Resources Committee for this work, on the basis that it would be able to submit reports directly to the Court.

Privileges

(m) Members' privileges, facilities and development;

21. The Committee is responsible for Members' privileges, other than those relating to City hospitality which is dealt with by the Hospitality Working Party. It undertakes this work through a Sub-Committee which is chaired by the Chief Commoner. It includes Members' facilities, excluding Guildhall Club as that falls within the locus of the House Committee of Guildhall Club, and agreeing a programme of Member training and development, to ensure that all Members have access to opportunities to broaden their specialist knowledge and skills in relation to their duties.

22. It should be noted that, as part of this review, consideration is being given to the creation of a new Sub-Committee or Board (chaired by the Chief Commoner) under the Policy & Resources Committee for this work, on the basis that it would be able to submit reports directly to the Court.

Sustainability

(n) Strategies and initiatives in relation to sustainability, energy/water efficiency and carbon reduction;

23. The Committee has established an Energy and Sustainability Sub-Committee to oversee this work. In consultation with the relevant service committee, the Sub-Committee is responsible for developing specific strategies and policies associated with the fields of sustainable development, reporting as appropriate to the Grand Committee (or for information to such other Committee as required). It also aims to encourage sustainable development, energy, water and carbon issues being taken into account in the development of all City Corporation policies plans and projects and to raise awareness of the practical steps which should be taken in applying sustainable principles and addressing climate change.

24. The Sub-Committee advises on matters relating to energy management and sustainability to the City's stakeholders, makes recommendations for enhancing energy conservation, reducing carbon dioxide production and enhancing the efficient use of resources and advises on practical environmental management initiatives for implementation in the Guildhall complex and the City's other

operational properties e.g. practical programmes, plans and awareness training schemes for improving the City's environmental performance, energy conservation and carbon dioxide production.

25. It should be noted that, as part of this review, consideration is being given to transferring responsibility for this work to the Planning & Transportation Committee, on the basis that it would maintain a separate Sub-Committee along current lines.

Sub-Committees

(o) Appointing such Sub-Committees as are considered necessary for the better performance of its duties.

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