

<b>Committee(s)</b>	<b>Dated:</b>
Finance Committee	7 May 2024
<b>Subject:</b> Appointments to Committees	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>N/A</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of: Town Clerk</b>	<b>For Decision</b>
<b>Report author:</b> Ben Dunleavy, Governance and Member Services Manager	

### Summary

The purpose of this report is to appoint the Finance Committee's Sub-Committee and Working Party for the 2024/25 civic year, approve their Compositions and Terms of Reference, and appoint representatives to several other City Corporation positions.

A revised composition for the Project and Procurement Sub-Committee was approved at the Committee's April meeting, and the Committee is asked to appoint Members on this basis. Members will also need to be appointed to the Efficiency & Performance Working Party.

The Committee is also asked to make appointments to other Grand Committees and Sub-Committees, and to note the positions of the Chairman and Deputy Chairman on several other Committees as set out in the report.

### Recommendations

Members are asked to:

- a) Agree the composition and Terms of Reference of the Projects and Procurement Sub-Committee, as set out in Appendix 1;
- b) Appoint two Members of the Finance Committee to the Projects and Procurement Sub-Committee;
- c) Note the appointment of the members of four other Committees to the Projects and Procurement Sub-Committee; i.e. – a representative each from the Community and Children's Services Committee, the Digital Services Committee, the Police Authority Board and the Port Health and Environmental Services Committee.
- d) Agree the composition and Terms of Reference of the Efficiency and Performance Working Party, as set out in Appendix 2 to the report
- e) Appoint four Members to the Efficiency and Performance Working Party
- f) agree the appointments of representatives to the following Committees and Sub-Committees:
  - i. Corporate Services Committee - one vacancy

- ii. Investment Committee – two vacancies
- iii. Streets and Walkways Sub (Planning & Transportation) Committee - one 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** (this is conventionally the Chairman and the Deputy Chairman of the Finance Committee).
- h) Note that the Chairman and/or Deputy Chairman are appointed to, or serve as ex-officio Members on, the following Committees, and have nomination rights:
  - i. Audit and Risk Management Committee
  - ii. Digital Services Committee
  - iii. Investment Committee
  - iv. Capital Buildings Board
  - v. Civic Affairs Sub Committee
  - vi. Communications Sub Committee (Policy and Resources) Committee
  - vii. Resource, Risk & Estates (Police) Committee
  - viii. House Committee of the Guildhall Club
- i) Note that the Chairman and/or Deputy Chairman are appointed to, or serve as ex-officio Members on, the following Committees, without nomination rights:
  - i. Policy & Resources Committee (ex-officio)
  - ii. Resource Allocation Sub (Policy and Resources) Committee
  - iii. Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee
- j) Note that the Chairman will be a Member of the Mayoral Visits Advisory Committee
- k) agree that the Committee should meet no less than eight times a year.

## **Main Report**

### **Background**

1. This report asks Members to consider the appointment and composition of the Projects and Procurement Sub-Committee. It also details the representatives that the Committee is requested to appoint onto other City Corporation Committees or in other positions, or where the Chairman and Deputy Chairman sit on other Committees and can appoint representatives.

### **Projects and Procurement Sub-Committee**

2. In July 2023, as part of revisions to committee governance structures, the Court of Common Council approved a change to the name, terms of reference and reporting lines of the then Operational Property and Projects Sub-Committee. The new Project and Procurement Sub-Committee would report solely to the Finance Committee.
3. The Finance Committee noted these changes in September, though agreed that the membership of the Sub-Committee should remain the same until its reappointment in May 2024. At its April 2024 meeting, the Committee approved changes to the composition of the Sub-Committee to reduce its size and include representation from those committees responsible for the largest procuring departments: the Community and Children's Services Committee, the Digital Services Committee, the Police Authority Board and the Port Health and Environmental Services Committee. It was also agreed that the Sub-Committee should include representation from the Committee or the wider Court to bring project experience to the Sub-Committee. These changes would take effect from May.
4. Members noted that that the largest procuring departments were likely to fluctuate over time, and that this annual report could provide an opportunity to change which Committees were represented following a suitable exercise to assess which departments were the largest procurers.
5. The Committee also agreed that the Sub-Committee's meetings should be scheduled to meet no later than three weeks before Finance Committee meetings.
6. Members are accordingly asked to approve the Sub-Committee's terms of reference for the 2024/25 civic year, and appoint Members accordingly.

### **Efficiency & Performance Working Party**

7. The Efficiency & Performance Working Party was formed in 2022 to continue its work in scrutinising plans for efficiency and performance across all of the City Corporation's departments and the City of London Police replace the Efficiency & Performance Sub-Committee.
8. The terms of reference and composition of the Working Party were refreshed in June 2023, and are attached at Appendix 2 along with a list of the membership from June 2023. An amendment to the composition is proposed to reflect that the Operational Property and Project Sub-Committee is now the Projects and Procurement Sub-Committee.
9. Members are asked to approve the Working Party's terms of reference for the 2024/25 civic year, and appoint Members accordingly.

## **Representatives on other Committees**

### *Corporate Services Committee*

9. The Committee is responsible for personnel and establishment matters throughout the City of London, including negotiations with the recognised trade unions. In addition, it is the service committee for Town Clerk's Department and Comptroller and City Solicitor's Department. The Finance Committee appoints one representative. Steve Goodman served as the Finance Committee's representative for the 2023/24 civic year.

### *Investment Committee*

10. The Investment Committee is responsible for the strategic oversight and monitoring of the performance of the City Corporation's investments. In 2023/24, the membership of the committee was formed by the combined membership of the former Financial and Property Investment Boards, with several places reverting to Committee appointments in the 2024/25 civic year. The Finance Committee can appoint two representatives onto the Committee. As noted at paragraph 16, the Chairman or Deputy Chairman of the Finance Committee also serve in ex-officio positions (or can appoint a nominee from the Committee's membership).

### *Streets and Walkways Sub (Planning & Transportation) Committee*

11. The Streets and Walkways Sub (Planning & Transportation) Committee responsible for agreeing schemes affecting the function and appearance of the City's highways and walkways. The Finance Committee appoints one representative. Deputy Paul Martinelli served as the Finance Committee's representative for the 2023/24 civic year.

### *Representatives for Consultation with the Court of Aldermen and Representatives of the Policy & Resources Committee on Mayoralty and Shrievalty Allowances*

12. This deputation is responsible for considering the allowance for expenses for the offices of the Lord Mayor and the Sheriffs for the coming year. The Finance Committee conventionally appoints the Chairman and the Deputy Chairman as representatives. Nick Bensted-Smith was also appointed as a representative in 2024/25.

## **Chairman's membership on other Committees**

13. The Chairman of the Finance Committee, and in some cases also the Deputy Chairman, serves on several other Committees. The Chairman is entitled to nominate other Members to serve in their place on the following:

### *Audit and Risk Management Committee*

14. The Audit and Risk Management Committee oversees the City of London Corporation's systems of internal control and makes recommendations to the Finance Committee relating to the approval of the Annual Statements of Accounts. The Chairman and Deputy Chairman of the Finance Committee serve

as ex-officio Members on this Committee, and its composition was amended in April 2024 to allow them to appoint representatives.

#### *Digital Services Committee*

15. The Digital Services Committee is responsible for reviewing the objectives and needs for the provision of digital services at the City of London Corporation. Eamonn Mullally served as the Chairman's nominee in 2023/24, and the Deputy Chairman took up his place.

#### *Investment Committee*

16. The Chairman or Deputy Chairman has an ex-officio position on the Investment Committee, and can nominate a representative from the membership of the Finance Committee in their place. Due to the differing composition of the Investment Committee in 2023/24 (as set out in paragraph 9) both the Chairman and Deputy Chairman served on the Committee.

#### *Capital Buildings Board (Policy & Resources Committee)*

17. The Capital Buildings Board is responsible for the management and oversight of major capital building projects (i.e. those projects with an estimated budget of £100 million or more), together with other such projects which have been referred to it. The Chairman took up his place on this Committee in 2023/24.

#### *Civic Affairs Sub (Policy and Resources) Committee*

18. This sub-committee is responsible for hospitality, ceremonials, outside bodies, benefices, Member privileges and Member financial assistance. The Chairman of the Finance Committee took up his place in 2023/24.

#### *Communications Sub Committee (Policy and Resources) Committee*

19. The Communications Sub Committee (Policy and Resources) Committee is responsible for reporting on all matters relating to the City Corporation's public relations, public affairs and communication activities. Deputy Madush Gupta served as the Chairman's nominee in 2023/24.

#### *Resource, Risk and Estates Committee*

20. This sub-committee of the Police Authority Board is responsible for overseeing the City of London Police's financial and human resources, including scrutiny of its corporate risks. The Deputy Chairman served on this Committee in 2023/24.

#### *House Committee of the Guildhall Club*

21. The House Committee of the Guildhall Club is not a Committee of the Court of Common Council, but serves as the managing body for the Guildhall Club. Deputy Randall Anderson served as the Chairman's nominee in for 2023/24.

#### *Other Committees*

22. The Chairman and Deputy Chairman also serve on the following Committees without the ability to nominate substitutes:
  - i. Policy and Resources Committee and one of its sub-committees

- a. Resource Allocation Sub (Policy and Resources) Committee (the Chairman of the Finance Committee is the Deputy Chairman of this sub-committee)
- ii. Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee
- iii. Mayoral Visits Advisory Committee (Chairman only)

### **Frequency of meetings**

- 22. The Committee is also required to review the frequency of its meetings on an annual basis. Conventionally, the Committee has met every fourth week on Tuesdays with the exception of recess. However, this convention seems to have lapsed in recent years, and does not necessarily match the decision-making cycle of the committee.
- 23. Accordingly, it is proposed that Members approve that the Committee meets no less than eight times a year. The Committee's forward plan will be monitored to ensure that there is a sufficient .

### **Conclusion**

- 24. There have been several changes to the Finance Committee's Sub-Committee, Working Party and the committees to which it makes appointments. These changes are reflected in the report to inform Members decisions on appointments and expressions of interest.

### **Appendices**

**Appendix 1** – Terms of Reference of the Projects and Procurement Sub-Committee.

**Appendix 2** – Terms of Reference of the Efficiency and Performance Working Party

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