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| Committee: | Date: |
| Culture, Heritage and Libraries Committee | 26 May 2015 |
| Subject: Appointment of Sub Committees, including Keats House Consultative Committee - 2015/16 | Public |
| Report of: Town Clerk | For Decision |

Summary

The purpose of this report is to consider the appointment of the Grand Committee's sub-committees, to approve their composition and also to appoint representatives onto the Keats House Consultative Committee.

The Culture, Heritage and Libraries Committee is responsible for appointing representatives on to the following two Sub-Committees:-

- ii. Benefices Sub Committee; and
- iii. Reference Sub Committee;

At the Culture, Heritage and Libraries Committee on 2 March this year, Members agreed to widen the field of nominees to the Benefices Sub Committee, in order to build a pool of Members who would be able and willing to make a '*declaration of membership*' and therefore eligible for appointment as the City's representative in the appointment of clergy, should the need arise. All Members of the Court have been canvassed for nominations and responses from suitable candidates have been encouraging.

In addition, the Committee is also responsible for the Management of Keats House. The Keats House Consultative Committee make representations on any matter which, in their opinion, affects or is likely to affect, Keats House.

For ease of reference, details of the composition and terms of reference of the Committee's sub-committees are set out in Appendix A. Details of the representatives which the Committee is requested to appoint to serve on the Keats House Consultative Committee are set out in Appendix B.

Recommendations

It is recommended that consideration be given to the appointment, composition and terms of reference of the following sub-committees for the ensuing year:-

1. Reference Sub-Committee;
2. Benefices Sub-Committee and to give consideration to the number of Members on this Sub Committee;
3. Keats House Consultative Committee; and
4. To note the position in respect of Project Boards.

Main Report

1. This report considers the appointment and composition of the Culture, Heritage and Libraries Committee's sub-committees. It also sets out details of the representatives the Committee is requested to appoint to serve on the Keats House Consultative Committee.

Keats House Consultative Committee

2. Members are reminded that, earlier this year, the Director of Culture, Heritage and Libraries sought legal advice in respect of the Membership of the Keats Foundation Trust Deed. It transpired that the City of London Corporation were not obligated to nominate Members of the Culture Heritage and Libraries Committee as Trustees.
3. Members are reminded that the work and composition of the Keats House Consultative Committee is to be reviewed at least every four years, with the next review taking place before the end of 2015.
4. The Chairman and Deputy Chairman of the Grand Committee (as ex-officio), together with 2 other Members of this Committee, are usually appointed to serve on the Keats House Consultative Committee. Members are invited to indicate whether they would wish to serve.

Reference Sub Committee

- 5 Meetings are arranged, as necessary, when items are referred from the Grand Committee. Up to 11 Members of the Grand Committee are usually appointed; together with the Chairman and Deputy Chairman as ex-officio.

Benefices Sub Committee

6. In respect of the Benefices Sub Committee, Members are asked to note that The Patronage (Benefices) Measure 1986 and The Patronage (Benefices) Rules 1987, seek to confine the exercise of Church of England Patronage; i.e. the right to present Clergy, to a responsible person who is an actual Communicant Member of the Church of England or of a church in communion with it.
7. On receiving notice of a vacancy, the City of London Corporation, as patron, is required to appoint an individual who is '*willing and able to make the Declaration of Membership and act as its representative to discharge its functions as registered patron*'. In practice, the Chairman of the Sub-Committee, being a person able and willing to make the declaration, is usually appointed as the City of London Corporation's representative and this practice has worked well.
8. At the Culture, Heritage and Libraries Committee on 2nd March this year, Members agreed to widen the field of nominees to the Benefices Sub Committee, to the whole Court of Common Council, in order to build a pool of Members who would be able and willing to make the declaration referred to above, and thereby be eligible to be appointed as the City's representative in the appointment of certain Vicars, should the need arise.

- 9 The membership currently consists of the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee (as ex-officio Members) and four other Members, appointed from the Culture, Heritage and Libraries Committee. Following the decision taken by the Committee earlier in the year, as set out above, all Members of the Court have been canvassed . The level of interest from Court Members, who are able to make the 'Declaration of Membership', has been encouraging and Members of this Committee are asked to consider whether they wish to slightly increase the Membership of the Benefices Sub Committee?
- 10 Members are also reminded that, on 5th March this year, the Court of Common Council agreed to waive Standing Order 18, in order to allow the Chief Commoner to stand as Chairman of the Benefices Committee.
- 11 Any Member wishing to seek appointment to any Sub Committee is invited to notify Julie Mayer as soon as possible on ext. 1410 or via email: julie.mayer@cityoflondon.gov.uk .

NB Any such notification will be used to assist in the running of the meeting. Please note that this is a request, not a requirement, and that nothing precludes a Member from waiting until the meeting before declaring their candidacy.
- 12 In the event that there are more Members wishing to seek election to any Sub Committee than there are places available, then a ballot will be held.
- 13 Nominations received in respect of the Benefices Sub Committee, along with any others seeking election to either the Reference Sub Committee, Keats House Consultative Committee and/or in support of a nomination for Chairman or Deputy Chairman, will be circulated to Members before Friday 22nd May.

Project Boards

- 14 Further to a query raised at the last meeting, Members are asked to note that officer-level project boards may be established for individual projects. Project boards fulfil an important role in the project management process and ensure that officers present well thought-out and joined up proposals at the appropriate 'Gateways' of the project procedure. This allows Members to scrutinise and approve projects at appropriate times in their development. Further guidance is available from the Town Clerk's Programme Office about the establishment, composition and running of project boards. Members are asked to note that there are no Members sitting on Project Boards but they occasionally participate in working parties; i.e. the Cultural Hub Working Party (of the Policy and Resources Committee).

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