

Committee: Policy and Resources	Date: 17 March 2016
Subject: Committee Terms of Reference and Compositions	Public
Report of: Town Clerk	For Decision
Report Author: Angela Roach, Principal Committee and Members Services Manager	

Summary

1. The Policy and Resources Committee is responsible for the City Corporation's governance arrangements including committee terms of reference and composition and therefore any material changes need to be considered by this Committee prior to terms of reference being considered by the Court of Common Council in April.
2. This report therefore focuses on the suggested changes which are considered to be of a material nature and not minor changes such as the insertion of a word for greater clarity.

Recommendations

3. It is recommended that approval is given to the proposed amendments to committee terms of reference as set out in paragraphs 3 to 7 of this report and that the changes be included in the annual report to the Court of Common Council.

Main Report

Background

1. As part of the post-implementation review of the changes made to the governance arrangements in 2012 it was agreed that all Committees should review their terms of reference annually. Whilst most committees are content with their roles and responsibilities a few have suggested some amendments to better reflect their work.
2. The Policy and Resources Committee is responsible for the City Corporation's governance arrangements which, amongst other things, include committees. Any material changes to committee constitutions or terms of reference therefore need to be considered by this Committee prior to them being considered by the Court of Common Council in April.

Suggested Changes

3. You might recall that a more streamlined approach to the City Corporation's grant giving activities has now been adopted with grants being channelled and directed in a more focussed way under the auspices of the Chief Grants Officer. This has

necessitated some additions (highlighted in bold italics) to the following committee's terms of reference:-

Community & Children's Services

- *to take responsibility for allocating grants from the Combined Relief of Policy Charity.*
- *to take joint responsibility, with the Education Board, for allocating grants from the Combined Education Charity and City Education Trust.*
- *to be responsible for the management of the Aldgate Pavilion.*

Open Spaces & City Gardens Committee

To take joint responsibility for allocating grants in relation to Open Spaces taking account of any views or recommendations expressed by the Epping Forest and Commons Committee, West Ham Park Committee or Hampstead Heath, Highgate Wood and Queen's Park Committee as relevant.

Epping Forest & Commons Committee

To express views or make recommendations to the Open Spaces and City Gardens Committee for that Committee's allocation of grants which have relation to Epping Forest and Commons.

Finance Committee

4(h) dealing with requests for ~~grants for charitable purposes from funds under the Committee's control, including the City of London Corporation Combined Relief of Poverty Charity (registered charity no. 1073660) and the City Educational Trust (registered charity no. 290840)~~, allowances, expenses, insurance, business travel, treasure trove and Trophy Tax;

4(i) providing strategic oversight and performance management of all grant giving activity by the Corporation, excluding the City Bridge Trust.

Culture Heritage and Libraries Committee

To be responsible for grants in relation to the programme for culture and arts from funds under the Committee's control.

Establishment Committee

4. The Committee has reviewed its terms of reference and proposes the following amendments:-

4(a) The Establishment Committee has specific authority to deal with or make recommendations to the Court of Common Council where appropriate on all matters relating to the employment of City of London Corporation employees where such matters are not specifically delegated to another Committee. These matters include:-

Conditions of employment;
Superannuation (apart from investments);
Workforce planning;
Wages, salaries structure, job evaluation, staff grading **and remuneration of Senior Officers;**
Organisation reviews;
Employee relations;
Joint consultation;
Learning and employee development;
Recruitment and selection;
Discipline, dismissal, redundancies in line with the appropriate stages in policy etc;
Occupational health, safety and welfare;

4(e) To make amendments to:-

(i) the general terms and conditions of employment which are contained in the employee handbook, such as working hours, annual leave, superannuation, leave of absence, allowances, **maternity parental leave** provisions, and sick pay;

4(l) To be the service Committee for the following Departments:-

Town Clerk's (**Policy and Democratic Services, including Corporate HR**)
Comptroller and City Solicitor's

4(q) dealing with requests for grants to support staff welfare initiatives from funds under the Committee's control.

Education Board

5. The Board has reviewed its terms of reference and, in addition to reflecting its new role with regard to grant giving, it has expressed the desire to bring greater emphasis to certain areas of its work with the appointment of sub-committees. The Board's proposals are as follows (highlighted in bold italics):-

- To be responsible for the oversight and monitoring of the City of London Corporation's sponsorship of its Academies, including appointments of academy governors **and where relevant Members, Directors and Trustees.**

- **To take joint responsibility, with the Community and Children's Services Committee, for allocating grants from the Combined Education Charity and City Education Trust.**
- **To constitute Sub-Committees in order to consider particular items of business within the terms of reference of the Board.**

Audit and Risk Management (A&RM) Committee

6. The changes proposed by the Audit and Risk Management Committee to its terms of reference are set out below:-
- 4(a) To consider and approve ~~the annual internal and external audit plans~~ **annually the rolling three-year plan for Internal Audit.**
- 4(b) To consider and approve the annual External Audit Plan.**
- 4(f) To report back, as necessary **and at least annually**, to the Court of Common Council.

Freedom Applications Committee

7. As a result of the Freedom Application Committee's enhanced role of monitoring the Freedom Applications process and the introduction of a new category of Freedom - Freedom by Special Nomination – its activities have increased with three meetings being held in the last year. The Committee currently has a membership of just five members as follows:-
- two Alderman
 - the Chairman and a Deputy Chairman of the Policy and Resources Committee
 - the Chief Commoner

The Committee is keen to ensure that its meetings are quorate and is proposing that its membership is increased by one to assist with this. It has proposed that the immediate past Chief Commoner is added for part of the year and then the Chief Commoner designate, once elected in October, for the remainder of the year as follows:-

- **The immediate Past Chief Commoner until the election of Common Council of his or her successor;**
- **The Chief Commoner designate once elected by Common Council.**

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