

<b>Committees:</b> Finance Committee	<b>Date:</b> 10 May 2016
<b>Subject:</b> Appointment of Sub-Committees and representatives on other Committees	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Chris Braithwaite, Town Clerk's Department	

### **Summary**

The purpose of this report is to consider the appointment of the Committee's Sub-Committees for 2016/17, to approve their composition and Terms of Reference and to appoint representatives to a number of other City Corporation positions.

The Finance Committee currently appoints to four Sub-Committees:

- Efficiency & Performance Sub-Committee
- Finance Grants Sub-Committee
- Information Technology Sub-Committee
- Corporate Assets Sub-Committee

Details of the composition and Terms of Reference of these Sub-Committees are set out in Appendix 1.

There are two proposals for changes to Terms of References of Sub-Committees. These are:

- To amend the composition of Corporate Asset Sub-Committee such that the Policy and Resources Committee and Property Investment Board are invited to appoint any three of their Members, rather than their Chairman, Deputy Chairman and one other Member.
- To amend the Terms of Reference of the Information Technology Sub-Committee to add the following:
  - To hold informal workshop meetings to provide an opportunity to give in-depth scrutiny to projects;
  - To receive a report, at least annually, on the status, performance and plans associated with each and any major IT outsourcing arrangements which the corporation has contracted to third parties;

In addition to the appointments referred to above, the Committee is required to review the frequency of its meetings.

### **Recommendations**

Members are asked to:

1. Agree the amendment of the constitution of the Corporate Asset Sub-Committee such that the Policy and Resources Committee and Property

Investment Board are invited to appoint any three of their Members, rather than their Chairman, Deputy Chairman and one other Member;

2. Agree the amendment of the Information Technology Sub-Committee Terms of Reference to add the following:
  - To hold informal workshop meetings to provide an opportunity to give in-depth scrutiny to projects;
  - To receive a report, at least annually, on the status, performance and plans associated with each and any major IT outsourcing arrangements which the corporation has contracted to third parties;
3. agree the appointments, composition and terms of reference of the following Sub-Committees:
  - i. Efficiency & Performance Sub-Committee - **9 vacancies**
  - ii. Finance Grants Sub-Committee - **10 vacancies**
  - iii. Information Technology Sub-Committee - **10 vacancies**
  - iv. Corporate Asset Sub-Committee - **2 vacancies**
4. agree the appointments of representatives to the following Committees and Sub-Committees:
  - Establishment Committee - **1 vacancy**
  - Barbican Centre Board - **1 vacancy**
  - Projects Sub (Policy & Resources) Committee - **2 vacancies**
  - Streets and Walkways Sub (Planning & Transportation) Committee - **1 vacancy**
5. agree the appointments of representatives for informal consultation with the Court of Aldermen and the Policy and Resources Committee on Mayoralty and Shrievalty Allowances – **3 vacancies**
6. note that the Chairman and Deputy Chairman will be Members of the Resource Allocation Sub (Policy and Resources) Committee.
7. note that the Chairman and Deputy Chairman will be ex-officio Members of the following Committees:
  - Policy & Resources Committee
  - Investment Committee
  - Audit and Risk Management Committee
  - Hospitality Working Party (Policy and Resources)
8. Note that the Chairman (or his nominee) will be an ex-officio Member of the following Committees:
  - Social Investment Board
  - Public Relations and Economic Development Sub (Policy and Resources) Committee
9. agree that the Committee should continue to meet “every fourth week on Tuesdays” with the exception of recess periods.

## Main Report

### **Background**

1. This report asks Members to consider the appointment and composition of the Finance Committee's Sub-Committees. It also details the representatives that the Committee is required to appoint to serve on other City Corporation Committees or in other positions.
2. As set out in its Terms of Reference, there are a number of areas of the Finance Committee's work which require greater focus and therefore the following Sub-Committees have been created to manage those areas:
  - Efficiency & Performance;
  - Finance Grants
  - Information Technology; and
  - Corporate Assets
3. Each of these Sub-Committees is considered in turn below. Details of their proposed composition and Terms of Reference are set out in Appendix 1 of this report.

### **Changes to Sub-Committees**

4. There are two proposed changes to the Sub-Committees.

#### Corporate Asset Sub-Committee

5. The first proposal is to amend the Membership of the Corporate Asset Sub-Committee such that the Policy and Resources Committee and Property Investment Board are invited to appoint any three of their Members, rather than their Chairman, Deputy Chairman and one other Member.
6. This change would give more flexibility for Policy and Resources Committee and Property Investment Board to appoint their representatives to the Sub-Committee, which should assist in improving attendance of the Sub-Committee to ensure that it is fully resourced to consider its business, particularly the monitoring of the Corporate Property Review.
7. If approved, the Membership of the Corporate Asset Sub-Committee will be:
  - Chairman of Finance Committee (Chairman)
  - Deputy Chairman of Finance Committee (Deputy Chairman)
  - Two further Members of Finance Committee
  - Any three Members of the Policy and Resources Committee
  - Any three Members of the Property Investment Board

## Information Technology Sub-Committee

8. The second proposed change is to amend the Terms of Reference of the Information Technology Sub-Committee.
9. It is proposed that the following text be added to the Sub-Committee's Terms of Reference:
  - To hold informal workshop meetings to provide an opportunity to give in-depth scrutiny to projects;
  - To receive a report, at least annually, on the status, performance and plans associated with each and any major IT outsourcing arrangements which the corporation has contracted to third parties;
10. The purpose of the first proposed amendment is to provide an additional opportunity for Members with expertise within the IT industry to assist officers in developing proposals to be brought before the Sub-Committee, in a more appropriate forum than that of the formal Sub-Committee meeting.
11. The purpose of the second proposed amendment is to ensure that the Sub-Committee is fully aware of the current IT outsourcing arrangements.

## **Finance Committee Sub-Committee appointments**

### **(A) Efficiency and Performance Sub-Committee**

12. The Efficiency and Performance Sub-Committee was created in to advise the Grand Committee on matters relating to value for money in all aspects of the City of London Corporation's activities. The Sub-Committee is working well and it is proposed that it should continue to meet under its present arrangements.
13. The Sub-Committee met six times in 2015/16 and the membership and attendance was as follows:-

Roger Chadwick (Chairman)	4/6
Jeremy Mayhew (Deputy Chairman)	6/6
Randall Keith Anderson	6/6
Nicholas Bensted-Smith JP	4/6
Nigel Kenneth Challis	6/6
Deputy Anthony Noel Eskenzi CBE	5/6
John William Fletcher	4/6
Jamie Ingham Clark	5/6
Ian Christopher Norman Seaton	5/6
Deputy John Tomlinson	5/6
Philip Woodhouse	5/6

## **(B) Finance Grants Sub-Committee**

14. The Finance Grants Sub-Committee was created in order to consider requests for grants from funds under the Finance Committee's control for charitable etc. organisations (and make recommendations thereon) and receives reports on the results from beneficiaries. This year, as a result of the review of the Corporation's approach to grant-giving, the role of the Sub-Committee will change to a role of strategic oversight and performance management of the Corporation's Grant Giving activities (excluding The City Bridge Trust).
15. The Sub-Committee met once in 2015/16 and the membership and attendance was as follows.

Roger Chadwick (Chairman)	1/1
Jeremy Mayhew (Deputy Chairman)	1/1
Randall Keith Anderson	0/1
Nicholas Bensted-Smith JP	1/1
Deputy John Alfred Barker OBE	1/1
Nigel Kenneth Challis	1/1
Simon D'Olier Duckworth OBE	0/1
Alderman Vincent Thomas Keaveny	1/1
Jamie Ingham Clark	1/1
Clare James	0/1
Philip Woodhouse	1/1

*Together with the Chairman of The City Bridge Trust Committee (ex-officio)*

## **(C) Information Technology Sub-Committee**

16. The Information Technology Sub-Committee was created to review the objectives and needs for the provision of information system services in the City of London Corporation.
17. The Committee comprises the Chairman and Deputy Chairman of the Finance Committee with a further 10 Members. These Members are comprised of Members of Finance Committee and Members of the Court of Common Council, all appointed by the Finance Committee. The Committee agreed in 2014 that there need not be a balance between the number of Finance Committee representatives and Court of Common Council representatives. In addition, while the Membership of the Sub-Committee is considered to be the Chairman, Deputy Chairman and 10 additional Members, in light of the specialist knowledge sometimes required in this Committee, the Finance Committee has regularly agreed to extend the size of the Committee beyond this amount.
18. The Sub-Committee is working well and it is suggested that it continue as present and meet four times a year. As stated above, it is intended to add the provision for informal workshop meetings, in addition to the regular Committee meetings, to allow those Members who wish to provide their technical expertise from within the IT industry to assist officers in developing proposals to be brought before the Sub-Committee.

19. The Sub-Committee met four times in 2015/16. The membership and attendance was as follows:-

Roger Chadwick (Chairman)	4/4
Jeremy Mayhew (Deputy Chairman)	4/4
Randall Keith Anderson	3/4
Nigel Kenneth Challis	2/4
John Douglas Chapman^	1/4
Jamie Ingham Clark	3/4
Hugh Fenton Morris^	0/4
Sylvia Doreen Moys^	4/4
Graham David Packham^	1/4
Chris Punter^	2/4
Alderman Matthew Richardson^	0/4
Deputy John Tomlinson	3/4
James Richard Tumbridge^	3/4

*^ Court of Common Council representatives*

#### **(D) Corporate Assets Sub-Committee**

20. The Corporate Asset Sub-Committee was created in order to approve the Asset Management Plan and Capital Strategy, within the parameters of the allocation of resources.

21. The Committee comprises Members of the Finance Committee, Policy and Resources Committee and the Property Investment Board. As set out above, it is proposed that the composition be amended such that the Policy and Resources Committee and the Property Investment Board are permitted to appoint any three Members, rather than their Chairmen, Deputy Chairmen and one additional Member each.

22. The Sub-Committee is working well and it is suggested that it continues to meet five times a year.

23. The Sub-Committee met five times in 2015/16 and the membership and attendance from Finance Committee representatives was as follows:

Roger Chadwick	5/5
Jeremy Mayhew	5/5
Randall Anderson	5/5
Brian Harris	5/5

*\*In addition, Deputy John Tomlinson attended all five meetings as the representative of the Property Investment Board.*

#### **Representatives on other Committees etc.**

#### **(E) One representative to serve on the Establishment Committee**

The Committee met nine times in 2015/16 and the representative was Deputy Jamie Ingham Clark. Deputy Ingham Clark attended eight meetings. Deputy

Ingham Clark also served on the Joint Consultative Committee, which met twice, with Deputy Ingham Clark attending one meeting.

**(F) One representative to serve on the Barbican Centre Board**

The Board met six times in 2015/16 and the representative was Lucy Frew. Ms Frew attended four meetings.

**(G) Two Representatives to serve on the Projects Sub (Policy & Resources) Committee**

The Sub-Committee met 10 times in 2015/16 and the representatives were Deputy Roger Chadwick and Deputy John Tomlinson. Deputy Chadwick attended four meetings. Deputy Tomlinson attended nine meetings.

**(H) One representative on the Streets and Walkways Sub (Planning & Transportation) Committee**

The Sub-Committee met nine times in 2015/16 and the representative was Deputy John Barker OBE. Deputy Barker attended all nine meetings.

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

This deputation is responsible for giving detailed consideration to the allowance for expenses for the offices of the Lord Mayor and the Sheriffs for the coming year. In 2015/16, the Committee's representatives were the Chairman and Deputy Chairman, along with one other representative (Deputy Anthony Eskenzi). This Committee met once in 2015/16. All Members attended that meeting.

**(J) Membership on other Committees**

The Committee is asked to note that the Chairman and Deputy Chairman of the Finance Committee are appointed as Members of the following Committees:-

- Guildhall Improvement Committee
- Resource Allocation Sub (Policy and Resources) Committee

**(K) Ex-officio representation on other Committees**

The Committee is asked to note that the Chairman and Deputy Chairman of the Finance Committee are ex-officio Members of the following Committees:-

- Policy & Resources
- Investment Committee
- Audit & Risk Management

**Frequency of meetings**

24. The Committee is also required to review the frequency of its meetings on an annual basis. Conventionally, the Committee meets every fourth week on Tuesdays with the exception of recess. Given the amount of business the Committee considers, it is proposed that this schedule continues, although

meetings will be cancelled in the event that there is not sufficient business to transact. Agenda planning will highlight the instances of this at the earliest opportunity.

## **Appendices**

- Appendix 1 – Finance Committee Sub-Committees – Composition and Terms of Reference

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