

Committee: Policy and Resources	Date: 19 May 2016
Subject: Appointment of Sub Committees, Working Parties and Representatives On Other Committees	Public
Report of: Town Clerk	For Decision
Report Author: Angela Roach, Principal Committee and Members Services Manager	

Summary

1. The purpose of this report is to consider the appointment of the Committee's sub-committees and working parties, to approve the compositions, terms of reference of those bodies and to appoint representatives on a number of other City Corporation Committees. The Committee is also required to review the frequency of its meetings.
2. The Policy Committee now appoints five sub-committees:-
 - Members' Privileges Sub-Committee;
 - Outside Bodies Sub-Committee;
 - Projects Sub-Committee;
 - Public Relations and Economic Development Sub-Committee; and
 - Resource Allocation Sub-Committee;
3. The Committee has three working parties covering the areas of hospitality, ceremonial and the cultural hub. It also appoints representatives to serve on other City Corporation committees and sub-committees.
4. For ease of reference, details of the composition and terms of reference of the Committees sub-committees and working parties are set out in the Appendix to this report together with the details of the representatives appointed to serve elsewhere.

Recommendations

5. It is recommended that:-
 - a) consideration be given to the appointment, composition and terms of reference of the following sub-committees and working parties for the ensuing year:-
 - Members' Privileges Sub-Committee
 - Outside Bodies Sub-Committee (3 vacancies. This is open to all Members of the Court)
 - Projects Sub-Committee (4 vacancies)
 - Public Relations and Economic Development Sub-Committee (5 vacancies)
 - Resource Allocation Sub-Committee (6 vacancies)
 - Ceremonial Working Party
 - Cultural Hub Working Party (4 vacancies)

- Hospitality Working Party
- b) a Chairman and Deputy Chairman of the Projects Sub-Committee be appointed;
- c) 8 Members be appointed to serve on the Investment Committee (see Section L of Appendix for 2015 nominations);
- d) one Member be appointed to represent the Committee on each of the following:-
- Audit and Risk Management Committee
 - Barbican Centre Board
 - Education Board (this is open to all Members of the Court)
 - Freedom Applications Committee
 - Local Development Framework Reference Sub (Planning) Committee

(see Section K of the Appendix for 2015 appointments)

- e) three Members appointed to represent the Committee on the Corporate Asset Sub-Committee see Section (J) of the Appendix for 2015 appointments).
- f) representatives be appointed for informal consultation with the Court of Aldermen and the Finance Committee on Mayoralty and Shrievalty Allowances (see Section I of the Appendix for 2015 appointments); and
- g) Members consider whether any change is required to the frequency of the Committee's meetings.

Main Report

Background

1. This report considers the appointment, terms of reference and composition of the Policy and Resources Committee's sub-committees and working parties. It also sets out details of the representatives the Committee is requested to appoint to serve on other City Corporation bodies.
2. The Committee is also required to review the frequency of its meetings. It usually meets on a monthly basis (with the exception of the Summer and Easter recess periods). No meetings were cancelled last year and meeting on a monthly basis appears to be working well.

Current Position

3. There are a number of specific areas of the Committee's work which require greater focus and for which it has created a sub-committees, namely:-
 - Members' Privileges
 - Outside Bodies
 - Project Management
 - Public Relations and Economic Development

- Resource Allocation
4. It was previously agreed that the Chairman and a Deputy Chairman of the Grand Committee should serve in an ex-officio capacity on all the Committee's Sub-Committees. The Policy Committee now appoints three Deputy Chairmen and all three serve on the Resource Allocation and the Public Relations and Economic Development Sub-Committees.
 5. The Committee now has three working parties covering hospitality, ceremonial and the cultural hub. Work on hospitality and the cultural hub is on-going. The Ceremonial Working Party was established last year to review the City Corporation's ceremonial protocols and practices, with a view to bringing them up to date as well as to produce an updated and consolidated *Ceremonials* Book. An Outside Bodies Working Party was also created early last year to review the City Corporation's outside bodies. Its work has been completed and a new Sub-Committee has now been established to oversee the Committee's activities in respect of outside bodies. Therefore it will not be necessary to re-appoint an Outside Bodies Working Party.
 6. Each of the Committee's proposed sub-committees, working parties and the appointments to other committees are considered in turn below. Details of their terms of reference and proposed composition are set out in the Appendix to this report.

Members' Privileges Sub-Committee

7. The Members' Privileges Sub-Committee focuses on Members' privileges (but not those relating to City Hospitality which are dealt with by the Hospitality Working Party); Members' facilities (excluding Guildhall Club as this is dealt with by its own dedicated committee) and Member development and training. This Sub-Committee is chaired by the Chief Commoner and can report directly to the Court of Common Council. Vacancies on this Sub-Committee are appointed by the Court. See Appendix for the full composition.

Outside Bodies Sub-Committee

8. This new Sub-Committee was created last year to oversee the City Corporation's Outside Bodies Scheme on behalf of the Committee. Its primary purpose will be to keep under review, on a more regular basis, the City Corporation's policy and protocol towards outside bodies to ensure that they remain fit for purpose. In terms of places on the Sub-Committee, in addition to the Chairman and a Deputy Chairman, there are three places on the Sub-Committee which are appointed by this Committee.

Projects Sub-Committee

9. This Sub-Committee provides additional scrutiny, oversight and challenge for the management of major projects and programmes on behalf of the Policy and Resources Committee. The Chairman and Deputy Chairman of the Sub-Committee

are appointed by the Grand Committee. There are **four** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint.

Public Relations and Economic Development Sub-Committee (PR/ED Sub)

10. This Sub-Committee focuses on all matters relating to the City Corporation's Economic Development, Public Relations, Public Affairs and Communication activities, including any related plans, policies and strategies. There are **five** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint.

Resource Allocation Sub-Committee (RA Sub)

11. Determining resource allocation in accordance with the City Corporation's strategies is undertaken on behalf of the Committee by the RA Sub. Earlier this year, as part of the recent review of the city Corporation's grant giving activities, the Committee agreed to the Sub-Committee being responsible for:-
 - setting the annual quantum for each City's Cash and City Fund grants programme (including for City's Cash funded open spaces grants);and
 - considering the annual performance reports for all grants programmes from the Finance Committee.

The Resource Allocation Sub-Committee also performs the role of a Reference Sub-Committee, in that it considers and makes recommendations on matters referred to it by the Grand Committee. Its constitution is determined by the Court. There are **six** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint.

Hospitality Working Party (HWP)

12. The HWP is chaired by the Chief Commoner and reports directly to the Court of Common Council. It is responsible for considering and making recommendations on City Corporation hospitality and on the applications for the use of Great Hall. Applications for the use other venues within Guildhall are determined by the Remembrancer in consultation with Chief Commoner. Vacancies on this Working Party are appointed by the Court. See Appendix for the full composition.

Cultural Hub Working Party

13. The Cultural Hub Working Party was established in 2013 to oversee the development of a cultural hub in the Barbican area to coordinate improvements to the street scene, links to future transport infrastructure developments, and increased collaboration between the cultural institutions in and around that area. The work of Working Party is on-going and as a consequence its life has been extended to enable it to continue its work overseeing the cross-cutting cultural hub programme. Its constitution and terms of reference was also amended. The Policy and Resources Committee's representation on the Working Party has been increased from two to four representatives.

Ceremonial Working Party

14. Since 1991 the guidance as set out in the *Ceremonials* book has remained broadly unchanged. Elements of it are contradicted by other, more up-to-date guidance manuals (such as the *Swordbearer's Instructions* and the *Sheriffs' Red Book*). As a consequence, last year, a Ceremonial Working Party Members was established to review the City Corporation's ceremonial protocols and practices, with a view to bringing them up to date as well as to produce an updated and consolidated *Ceremonials* Book. There are no vacancies to be filled on the Working Party.

Outside Bodies Working Party

15. The Outside Bodies Working Party's activities have now been completed. As a consequence it is not proposed that the Working Party should be re-appointed. Future issues concerning outside bodies will be considered by the Outside Bodies Sub-Committee.

Investment Committee

16. In addition to the 14 Members directly elected by the Court on to the Investment Committee, this Committee is required to appoint **eight** Members to serve on it from amongst all Members of the Court. Members wishing to serve on the Investment Committee are required to submit a CV in support of their candidature.

Corporate Asset Sub-Committee

17. This Sub-Committee is appointed by the Finance Committee. The Committee is keen to ensure that its meetings are quorate and as a consequence it has recently agreed to altering the membership of CASC from the "Chairman and a Deputy Chairman of the Policy and Resources Committee together with one additional representative" to simply "**three representatives of the Policy and Resources Committee**".

Appointments to other Committees and Sub-Committees

18. The Policy and Resources Committee is required to appoint **one** representative to serve on the following Committees, Sub-Committees and Boards:-
 - **Audit and Risk Management Committee**
 - **Barbican Centre Board**
 - **Education Board**
 - **Freedom Applications Committee**
 - **Local Development Framework Reference Sub (Planning) Committee**
 - **Mayoralty and Shrievalty Allowances** (for the purposes of consultation with the Court of Aldermen and representatives of the Finance Committee)

19. When filling the vacancies on the various committees and sub-committees referred to above it should be noted that a ballot will be required where expressions of interest in serving on them exceed the number of vacancies.

Appendices

Appendix – composition and terms of reference of the Policy Committee's sub-committees and working parties together with details of the representatives the Committee appoints to serve elsewhere.

Background Papers:

Appointment of Sub Committees, Working Parties and Representatives on Other Committees – Report 30 April 2015

Contact:

Angela Roach

Telephone: 020 7332 3685

Email: angela.roach@cityoflondon.gov.uk

(A) **Members' Privileges Sub-Committee**

Composition

- Chief Commoner (Chairman)
- Immediate past Chief Commoner *
- Chairman and Deputy Chairman of the House Committee of Guildhall Club (Ex-officio)
- Chairman and a Deputy Chairman of the Grand Committee
- Up to 6 Members appointed by the Court of Common Council as follows:-

Deputy John Barker *term expires 2019*

Deputy Billy Dove *term expires 2018*

Jamie Ingham Clark *term expires 2020*

Ann Holmes *term expires 2020*

Edward Lord *term expires 2017*

Ann Pembroke *term expires 2020*

**For part of the year and then the Chief Commoner Designate for the remainder of the year (elected in October each year)*

Terms of Reference

- To consider and make recommendations to the Policy and Resources Committee on:-
 - Members' privileges, other than those relating to City Hospitality which is dealt with by the Hospitality Working Party; and
 - Members' facilities, excluding Guildhall Club as it falls within the locus of the House Committee of Guildhall Club.
- To agree 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.

(B) **Outside Bodies Sub-Committee**

Composition

- the Chairman and one Deputy Chairman of the Policy and Resources Committee;
- three Members appointed by the Policy and Resources Committee (but not necessarily Members of the Policy and Resources Committee);
- three Members appointed by the Court of Common Council (at its June meeting); and
- one Alderman, appointed by the General Purposes Committee of Alderman – Alderman Sir David Wootton.

Terms of Reference

To be responsible for overseeing the City Corporation's Outside Bodies Scheme, to include:-

- developing the Corporation's policy towards outside body appointments;
- keeping under review the effectiveness and appropriateness of the organisation's participation in individual bodies;
- giving initial consideration to new requests from outside bodies for nominations;
- advising the Court on the needs and requirements of the outside body in respect of any vacancy; and
- periodically reviewing the City Corporation's Outside Bodies protocol.

(C) **Projects Sub-Committee**

Composition

4 Members appointed by the Policy and Resources Committee

2 Members appointed by the Finance Committee

Up to 4 Members be co-opted from the Court of Common Council with relevant experience.

In 2015/16 membership was as follows:-

Policy Committee representatives

Henry Colthurst

Hugh Morris

Sir Michael Snyder (Chairman) *

Deputy Michael Welbank

Chairman (Deputy Chairman)*

Deputy Chairman of the Grand Committee

Finance Committee representatives

Roger Chadwick

John Tomlinson

Co-optees

Nigel Challis

Christopher Hayward

Graham Packham

**The Chairman and Deputy Chairman of the Sub-Committee to be appointed by the Policy and Resources Committee*

Terms of Reference

To be responsible for:-

- Authorising individual projects on behalf of the Policy and Resources Committee at each stage of the City's agreed Project Approval Process;

- Making proposals to the Resource Allocation Sub-Committee/the Policy and Resources Committee for projects to be included in the capital/supplementary revenue programme;
- Overseeing 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;
- Monitoring the procurement arrangements for capital and supplementary revenue projects and advising the Finance Committee of any issues; and
- Periodically reviewing the City Corporation's project management processes and procedures.

(D) **Public Relations and Economic Development Sub-Committee**

Composition

Chairman and Deputy Chairmen of the Policy and Resources Committee
 Past Chairmen of the Policy and Resources Committee, still on the Committee
 Chairman of the Finance Committee
 5 Members of the Policy and Resources Committee, elected by the Committee
 4 Members of the Court of Common Council, co-opted by the Sub-Committee

In 2015/16 membership was as follows:-

Policy Committee representatives

Chairman of the Grand Committee
 Deputy Chairmen of the Grand Committee
 Stuart Fraser (past Chairman)
 Sir Michael Snyder (past Chairman)
 Doug Barrow
 Rt Hon The Lord Mayor, Lord Mountevans
 Edward Lord
 Wendy Hyde
 Alderman Sir David Wootton

Chairman of Finance

Roger Chadwick

Co-optees

Sophie Fernandes
 Oliver Lodge
 Ian Seaton
 Tom Sleigh

Terms of Reference

To consider and report to the Grand Committee on all matters relating to the City Corporation's Economic Development, Public Relations, Public Affairs and Communication activities, including any related plans, policies and strategies.

(E) **Resource Allocation Sub-Committee**

Composition (*the Constitution has been agreed by the Court of Common Council*)

Chairman of the Policy and Resources Committee (Chairman)

Chairman of the Finance Committee (Deputy Chairman)

The Deputy Chairmen of the Policy and Resources Committee

The Deputy Chairman of the Finance Committee

Chairman of the General Purposes Committee of the Court of Aldermen

The Senior Alderman below the Chair

The Chairman of the Establishment Committee

Past Chairmen of Policy and Resources Committee providing that they are Members of the Committee at the time.

Together with 6 Members of the Policy and Resources Committee - in 2015/16 these Members were as follows:-

Marianne Fredericks

George Gillon

Edward Lord

Deputy Joyce Nash

Deputy Dr Giles Shilson

Deputy John Tomlinson

Terms of Reference

- to recommend to the Grand Committee an appropriate allocation of financial resources in respect of the City Corporation's capital and revenue expenditure;
- to meet with Chairmen of Service Committees to advise on the status of the City Corporation's budgets and the recommended allocation of financial resources overall and discuss any emerging issues;
- following advice from the Corporate Asset Sub-Committee, to have power to determine 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;
- to determine the appropriate investment proportions between property and non-property assets;
- to recommend to the Grand Committee the extent of properties held by the City of London Corporation for strategic purposes, including within the City of London itself;
- to recommend to the Grand Committee the allocation of operational property resources for service delivery (following Corporate Asset Sub-Committee's consideration of effective use);
- to be the reporting and oversight body for the review of Operational Property;
- to set the annual quantum for each City's Cash and City Fund grants programme (including for City's Cash funded open spaces grants);
- to consider the annual performance reports for all grants programmes from the Finance Committee; and
- to consider and make recommendations in respect of matters referred to it by the Grand Committee including matters of policy and strategy;

(F) **Ceremonial Working Party**

Composition

- Chairman of the Policy & Resources Committee
- A Deputy Chairman of the Policy & Resources Committee (Catherine McGuinness)
- Chief Commoner
- Two Aldermen, nominated by the Chairman of the General Purposes Committee of Aldermen (Alderman Sir David Wootton and Alderman Tim Hailes)
- Three Members appointed by the Policy and Resources Committee (Roger Chadwick, Simon Duckworth and Edward Lord)
- Two Members with over ten years' service, appointed by the Court of Common Council (Wendy Mead and Deputy Joyce Nash)
- Two Members with under ten years' service, appointed by the Court of Common Council (Henry Colthurst and Deputy Dr Giles Shilson)
- The Remembrancer
- Town Clerk

Terms of Reference

- To review the totality of the City Corporation's ceremonial protocols and practices, with the intention of bringing them up to date to reflect current circumstances;
- To examine the principles behind each protocol, particularly where there have been changes in practice over recent years, making recommendations as to the approach to take in future, with a view to an updated and consolidated Ceremonials Book being produced.

(G) **Cultural Hub Working Party**

Composition

- The Chairman or his/her representative
- four Members nominated by the Policy & Resources Committee. In 2015/16 this was as follows:-

Jeremy Mayhew
Deputy Alastair Moss
Deputy Catherine McGuinness
Jeremy Simons

The Chairman or his/her representative from the following committees/boards:-

- the Board of Governors of the Museum of London
- the Barbican Centre Board
- the Board of Governors of the Guildhall School of Music and Drama
- the Culture, Heritage and Libraries Committee
- the Planning and Transportation Committee
- the Barbican Residential Committee

The following senior officers: -

- Town Clerk
- Managing Director, Barbican Centre
- Director of the Built Environment
- Director of Community and Children Services
- Director of Culture, Heritage and Libraries
- Director, Museum of London
- City Surveyor

Terms of Reference

The working party will oversee and co-ordinate the work being undertaken to develop the cultural hub in the Barbican area.

It will do this by: -

- Providing a cross-cutting overview of emerging activities related to the creation of a cultural hub
- Providing advice on the potential of individual projects to contribute to the delivery of a cultural hub; and
- Ensuring that decision making committees of the City of London Corporation are fully aware of the impact individual projects might have in the delivery of a cultural hub.

Note: The Cultural Hub Working Party shall have the power to co-opt people with relevant expertise or experience.

(H) **Hospitality Working Party**

Composition

Chief Commoner (Chairman)

Immediate past Chief Commoner*

Chairman and a Deputy Chairman of the Policy and Resources Committee

Chairman and Deputy Chairman of the Finance Committee

Chairman of the General Purposes Committee of the Court of Aldermen

Senior Alderman Below the Chair

Together with 4 Members to be appointed by the Court of Common Council

The Remembrancer

**For part of the year and then the Chief Commoner Designate for the remainder of the year (elected in October each year)*

The Court has appointed the following Members:-

Deputy Doug Barrow *term expires 2019*

Simon Duckworth *term expires 2017*

Deputy Bill Fraser *term expires 2020*

George Gillon *term expires 2018*

Terms of Reference

- To consider applications for hospitality which are referred to it by the Remembrancer and to make recommendations thereon to the Court of Common Council;
- To keep the arrangements for hospitality (including Committee allowances, annual functions, invitations and seating) under review and to make recommendations thereon to the Grand Committee;
- To consider applications for the use of Great Hall and make recommendations thereon to the Court of Common Council;
- To consider the list of approved caterers and make recommendations thereon to the Grand Committee; and
- To consider the level of charges for the event spaces within Guildhall and make recommendations to the Grand Committee.

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

This is a joint deputation of representatives comprising Aldermen, the Policy and Resources Committee and the Finance Committee. The deputation is responsible for giving detailed consideration to the allowances for expenses for the offices of the Lord Mayor and the Sheriffs for the coming year.

Chairman of the Policy and Resources Committee
The Chief Commoner

Together with one further representative from this Committee - in 2015/16 Doug Barrow was appointed to serve.

- (J) **Corporate Asset Sub-Committee** – This Sub-Committee is responsible for the performance and adequacy of all the City Corporation's operational property, including reviewing and agreeing the repairs and maintenance of those properties. Whilst the Finance Committee has altered its composition for 2016/17, the Chairman, a Deputy Chairman and John Tomlinson represented the Policy Committee on it in 2015/16.

(K) **Representations on Other City Corporation Committees**

The appointment of one Member on the following:-

- i) **Audit and Risk Management** – the terms of reference of this Committee can be found in the Appointment of Members on Committee report to the Court or is available on request. Henry Colthurst represented the Policy and Resources Committee in 2015/16.
- ii) **Barbican Centre Board** – the terms of reference of this Committee can be found in the Appointment of Members on Committee report to the Court or is available on request. Michael Welbank represented the Committee on the Board in 2015/16.

- iii) **Education Board** – the terms of reference of the Board can be found in the Appointment of Members on Committee report to the Court or is available on request. Christopher Hayward represented the Committee on the Board in 2015/16. *NB: Members are required to submit a CV in support of their candidature for serving on the Education Board.*
- iv) **Freedom Applications Committee** - the terms of reference of the Board can be found in the Appointment of Members on Committee report to the Court or is available on request.
- v) **Local Development Framework Reference Sub (Planning) Committee** - This Sub-Committee is responsible for giving detailed consideration to two of the City Corporation's strategic documents, the Local Development Framework and Local Implementation Plan. Dhruv Patel represented the Committee on the Sub-Committee in 2015/16.

(L) **Investment Committee**

Composition

14 Members elected by the Court

8 Members to be appointed by this Committee from all the Court

Together with the Chairmen and Deputy Chairmen of the Policy and Resources and Finance Committees (ex-officio)

NB: Members are required to submit a CV in support of their candidature for serving on the Investment Committee

In 2015/16 Policy representatives were appointed as follows:-

Nicholas Bensted-Smith

Christopher Boden

James De Sausmarez

Alderman Peter Hewitt

Deputy Alastair Moss

Dhruv Patel

Tom Sleigh

NB: A ballot will be required where expressions of interest in serving exceed the number of vacancies on Sub-Committees and Working Parties or representing the Committee on another service committees and Boards.