

Committee: Finance Committee	Date: 15 December 2015
Subject: Annual Review of the Committee's Terms of Reference and 2017 Agenda Plan	Public
Report of: Town Clerk	For Decision
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Summary

As part of the post-implementation review of the changes made to the governance arrangements in 2011, it was agreed that all committees should review their terms of reference annually. This enables any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

It is not proposed to make any amendments to the Committee's Terms of Reference. The Terms of Reference of the Finance Committee are attached as an appendix to this report for your consideration.

In addition, a forward look of the expected items of business for the Finance Committee in the next year is provided at Appendix 2.

Recommendation

That the Committee:

- a) subject to any comments and agreement, approves the Terms of Reference of the Finance Committee for submission to the Court, as set out in the appendix 1;
- b) considers the frequency of meetings of the Committee; and
- c) notes the Forward Plan for 2017 at Appendix 2;
- d) agrees that any changes to the Terms of Reference required in the lead up to the appointment of Committees be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman.

Main Report

Review of the Committee's Terms of Reference and Frequency of Meetings

1. There are no amendments which are proposed to the Committee's Terms of Reference.
2. These proposed amendments are set out within the Terms of Reference set out at Appendix 1.

3. In addition, Members are asked to consider the frequency of meetings for the Committee. Currently meetings of the Committee are scheduled to be held every four weeks. In 2016/17, nine meetings of the Committee are scheduled, due to the recess in March and April for the Common Council elections.
4. Members are asked to consider the frequency of meetings for 2015 and beyond.

2017 Forward Plan

5. An agenda plan for the Committee for 2017 has been developed and is attached to this report at Appendix 2. This agenda plan provides details of the 'standing' items of the Committee, and the business of the Committee will be supplemented throughout the year as issues arise. The agenda plan also highlights the strategic items which will be the main focus of each meeting and the Divisional Updates from within the Chamberlain's Department which provide a high level progress update on the work of the Department over the last quarter.

Appendices

- Appendix 1 – Finance Committee Terms of Reference
- Appendix 2 – Finance Committee 2016 Forward Plan

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