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| Committee: Policy and Resources | Date: 16 March 2017 |
| 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.
3. The following Committees and Boards have proposed amendments to their terms of reference. The details of these amendments are set out in the appendices to this report:-
 - Culture, Heritage and Libraries Committee
 - Establishment Committee
 - Local Government Pensions Board
4. The Culture, Heritage and Libraries Committee has also requested that consideration be given to it being consulted on the future appointment of the Directors of Open Spaces and Community and Children's Services and the Assistant Town Clerk and Cultural Hub Director.
5. Local Government Pensions Board is also proposing that its constitution states that either the Chairman or Deputy Chairman must be a Member of the *Court of Common Council*, rather than stating that they must be a Common Councilman and its quorum be increased to three, to include at least one Employer representative and one Member representative
6. Whilst the Audit and Risk Management Committee was content with its terms of reference, it is proposing that, with the exception of the Chairman and Deputy Chairman, Members of the Court serving on the Committee should be subject to similar term limits as those which applied to its external Members i.e. three years.

Recommendations

7. It is recommended that approval is given to:-
- the introduction of a three year term for Members of the Court of Common Council serving on the Audit and risk Management Committee, up to a maximum of no more than nine years' service (such term limit should not apply to the Chairman, Deputy Chairman or ex-officio Members);
 - amendments to the terms of reference of the Culture, Heritage and Libraries Committee, Establishment Committee and the Local Government Pensions Board as set out in the appendices to the report and that the changes be included in the annual report to the Court of Common Council;
 - Consideration be given the Culture, Heritage and Libraries Committee being consulted on the future appointment of the Directors of Open Spaces and Community and Children's Services and the Assistant Town Clerk and Cultural Hub Director; and
 - with regard to Local Government Pensions Board the Chairmanship of the Board the constitution state that either the Chairman or Deputy Chairman must be a Member of the *Court of Common Council*, rather than stating that they must be a Common Councilman and its quorum be increased to three, to include at least one Employer representative and one Member representative.

Main Report

Background

8. 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.

Establishment Committee

9. The Committee has reviewed its terms of reference and proposes a number of amendments as set out in Appendix 1 of the report. Amongst other things the changes include making it explicit that the representative of the Finance Committee was an appointed Member, noting that it was responsible for dealing with matters relating to the Local Government Pension Scheme and ensuring the Committees monitoring responsibilities was in line with the Scheme of Delegation.

Culture Heritage and Libraries Committee

10. The Committees terms of reference have been amended to reflect the fact that the post of Director of Culture, Heritage and Libraries no longer exists. Given the new

grant giving regime, reference to the City's Miscellaneous Arts and Related Initiatives Budget has also been deleted (Appendix 2).

11. The Committee has also requested that, given the cessation of the Culture, Heritage and Libraries Department, consideration be given to the Committee being consulted on the future appointment of both the Directors of Open Spaces and the Community and Children's Services.

Local Government Pensions Board

12. The Local Government Pensions Board is a new body set up last year in accordance with the Public Service Pensions Act 2013. The Board is keen to expand its terms of reference to make it more comparable to the model constitution for Pensions Boards as set out in the Act. The suggested changes are set out in Appendix 3. Amongst other things the changes include renaming the positions as *Employer Representatives* (previously "Scheme Manager Representatives") and *Member Representatives* (previously "Scheme Member Representatives"); providing further information regarding the requirements of Board Members and the work of the Board. A minor amendment is also proposed to the Chairmanship of the Board to state that either the Chairman or Deputy Chairman must be a Member of the *Court of Common Council*, rather than stating that they must be a Common Councilman. The original phrasing would have excluded Aldermen.
13. The Board also proposes to increase its quorum to three, to include at least one Employer representative and one Member representative. This is in line with the lowest quorum among the City Corporation's other Committees.

Audit and Risk Management Committee

14. The Committee is proposing that, with the exception of the Chairman and Deputy Chairman, Court of Common Council Members on the Committee should be subject to similar term limits as those which applied to its external Members i.e. three years, up to a maximum continuous term of nine years. The Committee was of the view that the term limit should not apply to the Chairman or Deputy Chairman of the Committee for the duration of their term (and, in the case of the Chairman, for the year immediately following the end of his term as Chairman). The Committee was also of the view that this should not apply to its ex-officio Members.

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