

Committees: Finance Committee	Date: 2 May 2017
Subject: Appointment of Sub-Committees and representatives on other Committees	Public
Report of: Town Clerk	For Decision
Report author: Chris Braithwaite, Town Clerk's Department	

Summary

The purpose of this report is to consider the appointment of the Committee's Sub-Committees for 2017/18, 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:

- Corporate Asset Sub-Committee
- Efficiency & Performance Sub-Committee
- Finance Grants Oversight and Performance Sub-Committee
- Information Technology Sub-Committee

The Committee completed a review of its Sub-Committees in July 2016, which included changes to the Terms of References of the Sub-Committees. Details of the composition and Terms of Reference of these Sub-Committees are set out in Appendix 1. The Committee agreed that it would not be appropriate for any of the Sub-Committees to extend beyond a total of 15 Members.

There are no proposals for changes to Terms of References of Sub-Committees.

In addition to the appointment of Members to its own Sub-Committees, the Committee also has the opportunity to make appointments to other Grand Committees and Sub-Committees. These are:

- Establishment Committee (1 Member)
- Barbican Centre Board (1 Member)
- Projects Sub (Policy & Resources) Committee (2 Members)
- Streets and Walkways Sub (Planning & Transportation) Committee (2 Members)

Recommendations

Members are asked to:

- a) Agree the composition and Terms of Reference of the following Sub-Committees as set out in Appendix A;
- b) Agree that the Chairman and Deputy Chairman of the Grand Committee are appointed to the following Sub-Committees:
 - i. Corporate Asset Sub-Committee
 - ii. Efficiency & Performance Sub-Committee

- iii. Finance Grants Oversight and Performance Sub-Committee
 - iv. Information Technology Sub-Committee
- c) Agree the appointment of the Chairman and Deputy Chairman of each of the following Sub-Committees:
- i. Corporate Asset Sub-Committee
 - ii. Efficiency & Performance Sub-Committee
 - iii. Finance Grants Oversight and Performance Sub-Committee
 - iv. Information Technology Sub-Committee
- d) Notes the appointment of the following members of other Committees to Sub-Committees:
- i. Corporate Asset Sub-Committee – up to three Members each of the Policy and Resources Committee and of the Property Investment Board
 - ii. Information Technology Sub-Committee – one Member of the Police Committee, as the Special Interest Area holder for IT.
- e) agree the appointment of Members to the following Sub-Committees, between the following minimum and maximum total number of Members (including the Chairman and Deputy Chairman of the Grand Committee and any Members appointed as Chairmen or Deputy Chairmen of the Sub-Committee):
- i. Corporate Asset Sub-Committee – **a minimum of four and maximum of seven total Members of the Finance Committee**
 - ii. Efficiency & Performance Sub-Committee – **a minimum of nine and maximum of 15 Members total of the Finance Committee**
 - iii. Finance Grants Oversight and Performance Sub-Committee – **a minimum of ten and maximum of 15 Members total of the Finance Committee**
 - iv. Information Technology Sub-Committee – **a minimum of 12 and maximum of 14 Members, drawn from the Finance Committee and Court of Common Council**
- f) 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**
- g) 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**
- h) note that the Chairman and Deputy Chairman of the Finance Committee will be Members of the Resource Allocation Sub (Policy and Resources) Committee.
- i) 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)
- j) 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
- k) 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 requested 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 Oversight and Performance
 - 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.

Finance Committee Sub-Committee appointments

(A) Corporate Asset Sub-Committee

4. The Terms of Reference of the Corporate Asset Sub-Committee were extensively amended as part of the review of the Finance Committee’s Sub-Committees in July 2016. The Sub-Committee is responsible for:
 - the effective and sustainable management of the City of London Corporation’s operational property portfolio;
 - the maintenance of operational properties which do not fall with the remit of another Service Committee;
 - monitoring major capital projects relating to operational assets;
 - recommending the annual programme of repairs and maintenance works and monitoring progress in these works;

- strategies, performance and monitoring initiatives in relation energy;
 - monitoring and advising on bids for Heritage Lottery Funding.
5. The Committee comprises four Members of the Finance Committee, three members of the Policy and Resources Committee and three members of the Property Investment Board. Should any vacancies remain following the first meeting of each of these Committees, these vacancies will be made available to all Members to the Court of Common Council, to be appointed by the Finance Committee at its next meeting.
 6. The Sub-Committee's is working well and it is suggested that it continues to be scheduled to meet six times per year.
 7. Due to the election recess, the Sub-Committee met five times in 2016/17. Membership and attendance from Finance Committee representatives was as follows:

Nick Bensted-Smith (Chairman of the Sub-Committee)	4/4
* Brian Harris (Deputy Chairman of the Sub-Committee)	3/5
Randall Anderson	5/5
* John Tomlinson	5/5
Jeremy Mayhew	5/5
Deputy Roger Chadwick	1/5
<i>* No longer a Member of the Finance Committee.</i>	

Note: In addition, Christopher Boden attended four out of five meetings as the representative of the Property Investment Board.

(B) Efficiency and Performance Sub-Committee

8. The role of 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, with meetings scheduled to take place six times per year.
9. Due to the election recess, the Sub-Committee met five times in 2016/17 and the membership and attendance was as follows:-

Jeremy Mayhew (Chairman)	5/5
Deputy Roger Chadwick (Deputy Chairman)	3/5
Randall Anderson	4/5
* Nigel Challis	4/5
Dominic Christian	1/1
* Deputy Anthony Eskenzi CBE	3/5
Alderman and Sheriff Peter Estlin	5/5
Deputy Jamie Ingham Clark	5/5
* Alderman Alastair King	2/3
Ian Seaton	4/5

* Deputy John Tomlinson	5/5
Philip Woodhouse	2/5

* *No longer a Member of the Finance Committee.*

(C) Finance Grants Oversight and Performance Sub-Committee

10. Following the Strategic Review of Grants which took place during 2015/16, the role of the Finance Grants Oversight and Performance Sub-Committee changed to that of providing strategic oversight of the Corporation's Charitable Grants Programme (excluding the City Bridge Trust).
11. The Sub-Committee's is working well and it is suggested that it continues to be scheduled to meet three times per year.
12. The Sub-Committee met three times in 2016/17 and the membership and attendance was as follows.

Simon Duckworth (Chairman)	3/3
Philip Woodhouse (Deputy Chairman)	2/3
Randall Anderson	3/3
* Deputy John Barker OBE	2/3
Nicholas Bensted-Smith JP	3/3
Deputy Roger Chadwick	0/3
* Nigel Kenneth Challis	3/3
Deputy Jamie Ingham Clark	2/3
Gregory Lawrence	0/3
* Alderman Professor Michael Mainelli	3/3
Jeremy Mayhew	3/3
Alderman and Sheriff William Russell	2/3

(D) Information Technology Sub-Committee

13. The role of the Information Technology Sub-Committee is to:
 - oversee the risk management and risk assessment of IT services to ensure that the service is appropriate and effective;
 - to ensure that all appropriate actions are taken to assure the security, resilience and sustainability of all IT systems.
 - to operate as an intelligent client for all major IT outsourcing arrangements which have been contracted to third parties.
14. The Committee comprises the Chairman and Deputy Chairman of the Finance Committee, a member of the Police Committee (holder of the Special Interest Area for IT) together with a further 10 to 12 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.

15. The Sub-Committee is working well and it is suggested that it continue as present and meet six times a year. These meetings may be supplemented by informal workshop 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.
16. Due to the election recess, the Sub-Committee met five times in 2015/16. The membership and attendance was as follows:-
- | | |
|--|-----|
| <u>Finance Committee Representatives</u> | |
| Deputy Jamie Ingham Clark (Chairman) | 5/5 |
| Deputy Roger Chadwick (Deputy Chairman) | 4/5 |
| Randall Anderson | 5/5 |
| * Nigel Challis | 3/5 |
| Jeremy Mayhew | 5/5 |
| * Deputy John Tomlinson | 4/5 |
| <u>Court of Common Council Representatives</u> | |
| John Chapman^ | 4/5 |
| Hugh Morris^ | 2/5 |
| Sylvia Moys^ | 5/5 |
| Graham Packham^ | 5/5 |
| Chris Punter^ | 2/5 |
| James Tumbridge^ | 2/5 |
| <u>Police Committee representative</u> | |
| Deputy Doug Barrow | 2/2 |
- ^ *Court of Common Council representatives*
 * *No longer a Member of the Finance Committee*

Representatives on other Committees etc.

(E) One representative to serve on the Establishment Committee

The Committee met nine times in 2016/17 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 both meetings.

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

Deputy Wendy Hyde was appointed to the Barbican Centre Board part-way through 2016/17, to fill a vacancy created after Lucy Frew left the Court of Common Council. Following her appointment, the Barbican Centre Board met three times and Deputy Hyde attended all three meetings.

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

Due to the election recess, the Sub-Committee met nine times in 2016/17 and the representatives were Deputy Roger Chadwick and Deputy John Tomlinson. In addition, other members of the Finance Committee served on the Committee after being appointed by other Committees: Sir Michael Snyder (Chairman), Hugh Morris (Deputy Chairman) and Jeremy Mayhew were appointed to the Sub-Committee by the Policy and Resources Committee,

while Chris Hayward was co-opted as a member of the Sub-Committee. The attendance for these Members was as follows:

Deputy Roger Chadwick	1/9
Christopher Hayward	8/9
Jeremy Mayhew	3/9
Hugh Morris	4/9
Sir Michael Snyder	8/9
*Deputy John Tomlinson	8/9

** No longer a Member of the Finance Committee*

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

The Sub-Committee met seven times in 2016/17 and the representative was Deputy John Barker OBE. Deputy Barker attended all four of the seven 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 2016/17, the Committee's representatives were the Chairman and Deputy Chairman, along with one other representative (Deputy Anthony Eskenzi). This Committee met once in 2016/17. 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 Committee
- Investment Committee
- Audit & Risk Management Committee

Frequency of meetings

17. 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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