

Committee: Culture, Heritage and Libraries Committee	Date: 18 December 2017
Subject: Terms of Reference and Frequency of Meetings of the Culture, Heritage and Libraries Committee	Public
Report of: Town Clerk Report author: Julie Mayer, Committee and Member Services officer	For Decision

Summary

As part of the implementation of the 2011 Governance Review, it was agreed that all Committees/Boards should review their Terms of Reference Annually. This will enable any proposed changes to be considered in time for the re-appointment of Committees by the Court of Common Council in April.

Following your Committee's approval of the reorganisation of the former Department of Culture, Heritage and Libraries in December 2016, Members are asked to consider an additional point (n) – '*The appointment of the Directors of Open Spaces and Community and Children's Services and the Assistant Town Clerk (Culture Mile Director)*'. This will reflect the three directorates which now report to the Culture, Heritage and Libraries Committee.

Members are asked to note that, in accordance with the City of London Corporation's Procedure for Chief Officer Appointments, the Recruitment Panel should be made up of the Chairman and Deputy Chairman of the Employing Committee (or of each Employing Committee, if more than one).

Recommendations

1. That, subject to any comments, the Terms of Reference of the Culture, Heritage and Libraries Committee be approved for submission to the Annual Meeting of the Court of Common Council, 2016, as set out in the appendix; with an additional point (n) in respect of the appointment of the Directors of Open Spaces and Community and Children's Services and the Assistant Town Clerk (Culture Mile Director).
2. The Committee are asked to consider the frequency of their meetings going forward; i.e. 6 meetings a year.

Appendix: Terms of Reference of the Culture, Heritage and Libraries Committee

CULTURE, HERITAGE & LIBRARIES COMMITTEE

1. Constitution

A Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- up to 31 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward
- the Chairman of the Board of Governors of the Guildhall School of Music & Drama (ex-officio)
- the Chairman of the Barbican Centre Board (ex-officio)

2. Quorum

The quorum consists of any nine Members.

4. Terms of Reference

To be responsible for:-

- (a) the City Corporation's activities and services in the fields of culture, heritage and visitors including the development of relevant strategies and policies, reporting to the Court of Common Council as appropriate;
- (b) the management of the City's libraries and archives, including its functions as a library authority in accordance with the Public Libraries and Museums Act 1964 and all other powers and provisions relating thereto by providing an effective and efficient library service;
- (c) the management of the Guildhall Art Gallery and all the works of art belonging to the City of London Corporation;
- (d) the management and maintenance and, where appropriate, furnishing the City Information Centre, the Monument, the Roman Villa and Baths (Lower Thames Street) and the visitor and events elements of Tower Bridge;
- (e) matters relating to the City's obligations for its various benefices;
- (f) the upkeep and maintenance of the Lord Mayor's State Coach, the semi-state coaches, the Sheriffs' Chariots and State Harness;
- (g) cart marking;
- (h) the development and implementation of a strategy for the management of Keats House (registered charity no. 1053381) and all of the books and artefacts comprising the Keats collection, in accordance with the relevant documents governing this charitable activity;
- (i) the management of Guildhall Library Centenary Fund (registered charity no. 206950);
- (j) making recommendations to the Court of Common Council regarding the Cultural Strategy, the Visitor Strategy and other corporate strategies, statements or resolutions relating to any of its functions, following consultation with the Policy & Resources Committee;
- (k) responsibility for the production and publication of the official City of London Pocketbook;
- (l) appointing such Sub-Committees and/or Consultative Committees as are considered necessary for the better performance of its duties including the following areas:-
 - Benefices
 - Keats House
- (m) to be responsible for grants in relation to the 'Inspiring London Through Culture' programme for culture and arts from funds under the Committee's control.
- (n) *The appointment of the Directors of Open Spaces and Community and Children's Services and the Assistant Town Clerk (Culture Mile Director).*