

Committee: Policy and Resources	Date: 3 May 2018
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 appointment, composition and terms of reference of the Policy and Resources Committee's sub-committees and working parties are considered annually, together with the appointment of its representatives on other City Corporation Committees. The opportunity is also taken to review the frequency of the Committee's meetings.
2. The Policy Committee now appoints six sub-committees:-
 - Courts Sub-Committee
 - 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 currently has four working parties covering the areas of hospitality, ceremonial, housing delivery and the cultural hub (now the Cultural Mile). This paper is also proposing the creation of a further two, one which considers the provision of financial assistance for Members as agreed by the Committee at its last meeting and the other, seeks to put the informal Member-level Diversity Group on a more formal footing to further the work on efforts to promote and increase the diversity of the Court of Common Council.
4. The Committee also appoints representatives to serve on other City Corporation committees and sub-committees.
5. 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

6. 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:-

- Courts Sub-Committee (1 vacancy)
 - 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 Mile Working Party (4 vacancies)
 - Financial Assistance Working Party – *subject to approval, any vacancies on this Working Party will be filled at the next meeting.*
 - Hospitality Working Party
 - Housing Delivery Programme Working Group
 - Members Diversity Working Party - *subject to approval, any vacancies on this Working Party will be filled at the next meeting.*
- 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 N the Appendix for 2017 appointments);
- 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 M of the Appendix for 2017 appointments)
- e) three Members be appointed to represent the Committee on the Corporate Asset Sub-Committee (see Section L of the Appendix for 2017 appointments).
- f) representatives be appointed for informal consultation with the Court of Aldermen and the Finance Committee on Mayoralty and Shrievalty Allowances (see Section K of the Appendix for 2017 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 is still 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:-
 - The City's Courts
 - Members' Privileges
 - Outside Bodies
 - Project Management
 - Public Relations and Economic Development
 - Resource Allocation
4. The Chairman serves in an ex-officio capacity on all the Committee's Sub-Committees. The Deputy and the two Vice Chairmen also serve on the Sub-Committee's, with membership on four of them being shared between them. All three positions serve on the Resource Allocation and the Public Relations and Economic Development Sub-Committees.
5. The Committee currently has four working parties covering hospitality, ceremonial, housing delivery and the cultural mile. Work in all these areas are on-going. In addition, it is proposed that consideration is given to the creation of two further working parties to focus on the provision of financial assistance for Members, as agreed at the last meeting, and to renew and add vigour to the Committee's work on promoting and increasing the diversity of the Court Common Council.
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.

Courts Sub-Committee

7. This Sub-Committee was created for a period of five years to be responsible for the oversight of the management of all matters relating to the Central Criminal Court, the City of London Magistrates' Court and the Mayor's and City of London Court (excluding the appointment of the Secondary and Under Sheriff and matters relating to the Shrievalty and in so far as they concern the City of London Corporation). In terms of places on the Sub-Committee, in addition to the Chairman and the Deputy Chairman, one further place is filled by this Committee and four are appointed by the Court of Common Council for a term of four years. There is **one** vacancy on this Sub-Committee which the Grand Committee needs to fill.

Members' Privileges Sub-Committee

8. 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 a 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

9. This Sub-Committee oversees the City Corporation's Outside Bodies Scheme on behalf of the Committee. Its primary purpose is to keep the City Corporation's policy and protocol towards outside bodies under review to ensure that they remain fit for purpose. In addition to the Chairman and a Deputy or Vice Chairman, **three places** are filled by this Committee on an annual basis (but not necessarily from Members of the Committee) and three are appointed by the Court on the basis of a three-year term.

Projects Sub-Committee

10. The Projects Sub-Committee provides additional scrutiny, oversight and challenge for the management of 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)

12. 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)

13. 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.

Ceremonial Working Party

14. The Ceremonial Working Party was established for a limited period in 2016 to review the City Corporation's ceremonial protocols and practices and to update and consolidate the *Ceremonials* Book. The reorganisation of Mansion House and the Central Criminal Court has had an impact on the timely delivery of this project. The new staffing arrangements are now settled enabling the review to resume as planned. There are no vacancies to be filled on the Working Party.

Cultural Mile Working Party

15. The Cultural Mile Working Party (formerly the Culture 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. There are **four** vacancies on the Working Party.

Hospitality Working Party (HWP)

16. 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.

Housing Delivery Programme Working Group

17. This Working Group was established at the end of last year to support the planning, inform decision making and progress the delivery of the City Corporation's target of 3,700 for creating new homes. Its membership is drawn from this Committee, the Property Investment Board and Community and Children's Services. Sir Mark Boleat, served as the Chairman's representative on it and he was also appointed by this Committee as its Chairman. Given that the Working Group's composition was only settled early this year and its first meeting held in February, subject to your views, it is not proposed that any alterations should be made to the Committee's representatives on the Group, or to chairmanship of the Group at this stage.

Members Financial Assistance Working Party (MFAWP)

18. At its last meeting the Committee supported a review of the financial loss scheme. It was agreed that rather than this being undertaken independently, a working party should be created to review the Scheme and to also examine what additional

assistance could be given to Members to support them in conducting their duties as elected Members of the City of London Corporation. It is proposed that the working party be entitled the Members Financial Assistance Working Party and that its terms of reference be *“to undertake a review of the Members’ Financial Loss Scheme to ensure that it is fit for purpose and to establish whether any further assistance should be established to support Members with the delivery of their duties as elected Members of the City Corporation.”*.

19. In terms of its composition it is proposed that consideration is given to the following:-

Option A

The Chairman and named Deputy Chairman or one of the Vice Chairmen of the Policy and Resources Committee
The Chairman and Deputy Chairman of the Finance Committee
The Chairman of the General Purposes Committee of the Court of Alderman
The Chief Commoner
The Town Clerk

Or

Option B

As above but extending the composition to include two Members appointed by the Policy and Resources Committee from the wider Court.

Members Diversity Working Party (MDWP)

20. The Policy and Resources Committee has been looking at ways in which to enhance the diversity of the Court of Common Council since 2015. A number of activities have been pursued during that time. Amongst other things this has included a series of Road Shows to get people engaged in the democratic process; an early evening event to engage employee networks operating in businesses across the City; improving communication on how to become a Common Councilman and setting up an informal Member-level Diversity Group to help steer and act as a sounding board for these activities.
21. Recently more in-depth work has been undertaken in relation to the potential remuneration of Members and possible changes to the timing of committee. Whilst no change has been agreed in terms of the current arrangements, the question of what more could be done to improve diversity was raised again at a meeting of the Public Relations and Economic Development Sub-Committee earlier this year and has also been raised by one or two other Members. A number of other suggestions have been made in terms of promotion, such as:-
- engaging more with the Livery on the issue;

- arranging for one or two Members to do an annual presentation to say the top 6 networks professional networks operating in the City e.g. the gender inclusion network or the Pan-Insurance women's network.
- arranging another evening reception to promote the merits of standing for election to professional/staff networks or perhaps an early morning breakfast;
- liaising with gender hubs such as We Are the City (which promotes women) and organisers of International Women's Day as well as others to see if they have any ideas;
- the appointment of a Special Representative for Diversity (Inclusion and Mobility) - to give more focus to the relevant initiatives, inform debate and help to support efforts to increase / encourage diverse range of candidates for City elections.

22. To help shape some of these ideas it is proposed that the informal Member-level Diversity Group is reconvened but that it is created on a more formal footing by making it a working party of this Committee and expanding its membership. The informal group previously comprised of six Members (Henry Colthurst, Marianne Fredericks, Wendy Hyde, Dhruv Patel, Tom Sleigh and Alderman Sir David Wootton). Subject to your views, it is proposed that the Working Party's composition be as follows:-

The Chairman of the Policy and Resources Committee or his/her representative
 The Chairman of the General Purposes Committee of the Court of Aldermen or his/her representative
 The Chief Commoner
 The Immediate past Chief Commoner *
 Six Members appointed by the Policy and Resources Committee from the wider Court.

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

23. If Members are minded to support the creation of a Members Diversity Working Party, it is proposed that its terms of reference be "To consider and make recommendations to help promote the merits of standing for office as a Common Councilman to enhance the diversity of the Court of Common Council".

Investment Committee

24. 14 Members of the Investment Committee are elected by the Court. In addition to this the Policy Committee appoints **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.

Appointments to other Committees and Sub-Committees

25. The Policy and Resources Committee is required to appoint representatives to serve on the following Committees, Sub-Committees and Boards:-

- **Audit and Risk Management Committee**

- **Barbican Centre Board**
- **Capital Buildings Committee** (two representatives appointed from amongst the wider Court)
- **Corporate Asset Sub-Committee** (three representatives)
- **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)

26. The Committee is represented on the Capital Buildings Committee (CBC) by the Chairman and Deputy/ Vice Chairman, together with two other Members appointed by the Committee from amongst the membership of the wider Court (currently, Peter Bennett and Keith Bottomley). Given that the CBC's composition was only settled earlier this year and that the CBC has met once only, subject to your views, it is not proposed that any alterations should be made to the Committee's representatives so soon.
27. It should be noted that when filling the vacancies on the various committees and sub-committees referred to above 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 4 May 2017

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(A) **Courts Sub-Committee**

Composition

- Chairman of the Policy and Resources Committee
- Deputy Chairman of the Policy and Resources Committee
- Two Aldermen nominated by the Court of Aldermen;
- Four Members appointed by the Court of Common Council
- One Member appointed by the Policy and Resources Committee;
- One Member appointed by the Finance Committee;
- the Recorder and Sheriffs at the Central Criminal Court (Ex-officio), with the Recorder and any Sheriff who was not a Member of the Court of Common Council, having no voting rights

N.B. the Recorder and a Sheriff who is not an Alderman or Common Councilman shall have no vote.

In 2017/18 membership was as follows:-

Policy Committee representatives

Catherine McGuinness (Chairman)
Mark Boleat
Edward Lord

Court of Alderman representatives

Alderman Sir David Wootton (Deputy Chairman)
Vacancy

Finance Committee representative

Nicholas Bensted-Smith

Representatives appointed by the Court

Alderman Alison Gowman
Michael Hudson
James De Sausmarez
John Scott

Terms of Reference

For a period of five years, from June 2016 to April 2021, to be responsible for oversight of the management of all matters relating to the Central Criminal Court, the City of London Magistrates' Court and the Mayor's and City of London Court so far as they concern the City of London Corporation but excluding the appointment of the Secondary and Under Sheriff and matters relating to the Shrievalty.

(B) **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 or Vice Chairman of the Grand Committee
- Up to 6 Members appointed by the Court of Common Council as follows:-

Simon Duckworth *term expires 2021*
Ann Holmes *term expires 2020*
Jamie Ingham Clark *term expires 2020*
Edward Lord *term expires 2021*
Richard Regan *term expires 2021*
Jeremy Simons *term expires 2021*

**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.

(C) **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);

In 2017/18 three Members of the Committee were appointed as follows:-

Henry Colthurst
Jeremy Mayhew
James Tumbridge

- three Members appointed by the Court of Common Council as follows:-

Edward Lord *term expires 2020*
 Jeremy Simons *term expires 2019*
 Tom Hoffman *term expires 2018*

- 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.

(D) **Projects Sub-Committee**

Composition

- the Chairman and one Deputy Chairman of the Policy and Resources Committee
- Four Members appointed by the Policy and Resources Committee
- Two Members appointed by the Finance Committee
- Up to four Members be co-opted from the Court of Common Council with relevant experience.

In 2017/18 membership was as follows:-

Policy Committee representatives

Chris Hayward
 Hugh Morris
 Sir Michael Snyder
 Keith Bottomley

Finance Committee representatives

Nicholas Bensted-Smith
 Jamie Ingham Clark

Co-optees

Karina Dostlova
 Marianne Fredericks
 John Tomlinson
 James Tumbridge

**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.

(E) Public Relations and Economic Development Sub-Committee

Composition

Chairman, Deputy Chairman & Vice Chairmen of the Policy and Resources Committee

Past Chairmen of the Policy and Resources Committee, still on the Committee

Chairman of the Finance Committee

Five Members of the Policy and Resources Committee, elected by the Committee

Four Members of the Court of Common Council, co-opted by the Sub-Committee

Up to two non-City of London Corporation members, who shall not have voting rights.

In 2017/18 membership was as follows:-

Policy Committee representatives

Keith Bottomley

Christopher Hayward

Alderman The Lord Mountevans

Tom Sleigh

Alderman Sir David Wootton

Chairman of Finance

Jeremy Mayhew

Co-optees

Anne Fairweather

Edward Lord

Andrew Mayer

James Tumbridge

Non-City of London Corporation Co-optees

Not used

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.

(F) 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 2017/18 these Members were as follows:-

Henry Colthurst

Chris Hayward

Edward Lord

Dr Giles Shilson

Tom Sleight

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.

(G) **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.

(H) **Cultural Mile Working Party**

Composition

- The Chairman or his/her representative
- four Members nominated by the Policy & Resources Committee. In 2017/18 this was as follows:-

Jeremy Simons
Alastair Moss
John Tomlinson

Judith Pleasance

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 Mile Working Party shall have the power to co-opt people with relevant expertise or experience.

(I) 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 appointed the following Members:-

Deputy Doug Barrow *term expires 2019*

Simon Duckworth *term expires 2020*

Edward Lord *term expires 2018*

Wendy Mead *term expires 2021*

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.

(J) Housing Delivery Programme Working Group

- the Chairman of the Policy and Resources Committee (or his/her representative – Sir Mark Boleat also appointed by the Committee as Chairman)
- the Chairman of Community and Children’s Services Committee (or his/her representative – Dhruv Patel)
- the Chairman of the Housing Management and Almshouses Sub Committee (or his/her representative – Randall Anderson)
- four Members of the Court of Common Council elected by the Policy and Resources Committee (Michael Cassidy, Alderman Greg Jones, James Thomson and Philip Woodhouse)

Terms of Reference

To be responsible for supporting the Policy and Resources Committee in progressing the delivery of the Corporation’s target of establishing 3,700 new houses over the next 10 years.

(K) 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 2017/18 Henry Colthurst was appointed to serve.

- (L) **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. Three representatives of this Committee are appointed to serve on it. In 2017/18 Edward Lord, John Tomlinson and Henry Colthurst were appointed by the Committee to serve.

(M) **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. Hugh Morris represented the Policy and Resources Committee in 2017/18.
- 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. Edward Lord represented the Committee on the Board in 2017/18.
- 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. Caroline Haines represented the Committee on the Board in 2017/18. *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. Simon Duckworth represented the Committee on the Committee in 2017/18.
- 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 2017/18.

(N) **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 2017/18 Policy representatives were appointed as follows:-

Dhruv Patel
Andrien Meyers
Alastair Moss
Tom Sleigh
Alderman Alison Gowman
Alex Barr
Chris Hill
Chris Boden

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.