

Committee: Policy and Resources Committee	Date: 5 July 2018
Subject: Requested Amendments to Terms of Reference: Standards Committee and Board of Governors of Guildhall School of Music and Drama	Public
Report of: Town Clerk Report Author: Martin Newton	For Decision

Summary

The purpose of this report is for the Policy and Resources Committee to consider proposed amendments to the terms of reference of the Standards Committee and the Board of Governors of the Guildhall School of Music and Drama (GSMD).

Both Committees considered their terms of reference at recent meetings and the requested amendments are set out in the attached appendices for your consideration. If approved, these will be subject to the further approval of the Court of Common Council.

Recommendations

It is recommended that:

- (a) The proposed changes to terms of reference of the Standards Committee, as set out in Appendix 1, be considered.
- (b) The proposed changes to the terms of reference of the Board of Governors of the Guildhall School of Music & Drama, as set out in Appendix 2, be considered.

Main Report

Background

1. This report sets out proposed amendments to the terms of reference of the Standards Committee, following the outcome of the review of the Standards framework, and the Board of Governors of GSMD, arising from the introduction in April 2018 of the Office for Students in place of HEFCE, and following a review of the terms by the Board's Governance and Effectiveness Sub Committee.

Standards Committee – terms of reference

2. The Standards Committee's draft terms of reference are set out in Appendix 1. The outcome of the review of the Standards framework necessitated some amendments to the previous terms to bring them in line with the recommendations approved on the framework review. This was highlighted to

the Court of Common Council through the “White Paper” appointing the Committee in April 2018.

3. The proposed inserted amendments to the Standards Committee’s draft terms of reference in Appendix 1 are set out in bold and italics with deletions to current text crossed through. At its meeting on 18 May 2018, the Standards Committee recommended that these proposed amendments be submitted to the Court of Common Council for approval.

Board of Governors of GSMD – terms of reference

4. The Board of Governors of GSMD draft terms of reference are set out in Appendix 2. The introduction in April 2018 of the new Office for Students to replace HEFCE necessitates some alterations to the terms of reference and the opportunity has also been taken to update some other outstanding anomalies, following a review of the terms by the Board’s Governance and Effectiveness Sub Committee.
5. The proposed inserted amendments to the Board of Governors of GSMD draft terms of reference in Appendix 2 are set out in bold and italics, with deletions to current text crossed through. At its meeting on 24 May 2018, the Board of Governors of GSMD recommended that these proposed amendments be submitted to the Court of Common Council for approval.

Conclusion

6. That the Policy and Resources Committee consider the proposed alterations to the committees’ terms of reference for submission to the Court of Common Council for approval.

Appendices

- Appendix 1 – Standards Committee proposed Terms of Reference
- Appendix 2 – Board of Governors of the Guildhall School of Music & Drama proposed Terms of Reference

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Standards Committee – Draft Terms of Reference

To be responsible for:-

- (a) promoting and maintaining high standards of conduct by Members and Co-opted Members of the City of London Corporation and to assist Members and Co-opted Members to observe the City of London Corporation's Code of Conduct;
- (b) preparing, keeping under review and monitoring the City of London Corporation's Member Code of Conduct and making recommendations to the Court of Common Council in respect of the adoption or revision, as appropriate, of such Code of Conduct;
- (c) ***keeping under review, monitoring and revising as appropriate the City of London Corporation's Guidance to Members on the Code of Conduct and the complaints procedure and relevant paperwork, reporting any changes on these documents to the Court of Common Council in the Committee's annual report.***
- (d) keeping under review by way of an annual update by the Director of HR, the City of London Corporation's Employee Code of Conduct (***Establishment Committee***);
- (e) keeping under review and monitoring the Protocol on Member/Officer Relations (***Establishment Committee***);
- (f) advising and training Members and Co-opted Members on matters relating to the City of London Corporation's Code of Conduct;
- (g) ***Monitoring all complaints referred to it and*** dealing with ***assessment of and any hearing into*** any allegations of breach of the City of London Corporation's Code of Conduct in respect of Members and Co-opted Members, and in particular:
 - (i) to determine whether any allegation should be investigated by or on behalf of the Town Clerk or the Monitoring Officer and their findings reported to the Committee;
 - (ii) in relation to any allegation that it has decided to investigate, to determine whether there has been a breach of the Code of Conduct, taking into account the views of an Independent Person appointed under the Localism Act 2011;
 - (iii) where there has been a breach of the Code of Conduct, to determine the appropriate sanction, and where this involves removal of a Member or Co-opted Member from any committee or sub-committee, to make an appropriate recommendation to the relevant appointing body;

- ~~(iv) to determine any appeal from a Member or Co-opted Member in relation to a finding that they have breached the Code of Conduct and/or in relation to the sanction imposed; and~~
- (h)** ~~monitoring all complaints referred to it and~~ **To** prepare an annual report on its activity for submission to the Court of Common Council.

Board of Governors of the Guildhall School of Music & Drama – Draft Terms of Reference

1. Constitution

A Non-Ward Committee consisting of,

- 11 Members elected by the Court of Common Council for a term of three years (renewable twice) at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Principal of the Guildhall School of Music & Drama
- one member of the Guildhall School academic staff to be elected by the Academic staff for a term of three years (renewable twice)
- one member of the Guildhall School administrative staff to be elected by such staff for a term of three years (renewable twice)
- one Guildhall student representative who shall normally be the President of the Students' Union
- up to six co-opted non-City of London Corporation Governors with appropriate expertise for a term of three years (renewable twice)

With the exception of the Principal, none of the ~~appointed~~ Governors shall serve on the Board for more than a maximum of nine years.

The Chairman and Deputy Chairman of the Board shall be elected from the City Corporation Members.

The Chairman of the Barbican Centre Board, the Chairman of the Culture, Heritage & Libraries Committee, ~~and one representative of the Centre for Young Musicians~~, ***and the Chairman of the Guildhall School Trust*** shall be permitted to attend the Board in a non-voting, advisory capacity.

2. Quorum

The quorum consists of any seven Common Council Governors plus three co-opted Governors.

3. Terms of Reference

These terms of reference should be read in conjunction with the Guildhall School's Instrument & Articles of Government which lists the primary responsibilities of the Board of Governors. In summary, these are to be responsible for:-

(a) the approval of a strategic plan and the determination of the educational character and the mission/aims of the Guildhall School of Music & Drama and oversight of its activities, ***assuring itself that appropriate steps are being taken to deliver the strategic plan;***

(b) ***Institutional sustainability and*** the approval of an annual Business Plan, ***assuring itself that there are effective systems of control and risk management;***

(c) the approval of annual estimates of income and expenditure;

(d) the approval of the annual audited financial statements of the Guildhall School of Music & Drama;

(e) ***ensuring that the requirements of the Office for Students, UK Research & Innovation and other relevant statutory bodies are followed and compliance is monitored;***

(f) the appointment of the Principal of the Guildhall School of Music & Drama.
