

Committee:	Date:
Policy and Resources	19 March 2020
Subject: Committee Terms of Reference and Compositions	Public
Report of: Town Clerk Report Author: Greg Moore	For Decision

Summary

1. The Policy and Resources Committee is responsible for the City Corporation's governance arrangements, including the composition and terms of reference of the various committees of the Court of Common Council. As a consequence, any material changes need to be considered by this Committee, prior to them being considered by the Court of Common Council as part of the annual "White Paper" process in April of each year. All Committees are required to review their terms of reference on an annual basis.
2. With respect to this Committee's terms of reference, a minor amendment is proposed in respect of clarification around responsibilities associated with Business Improvement Districts (BIDs), whereby the Comptroller & City Solicitor has advised that it would be beneficial to incorporate reference to this Committee having responsibility for the functions of the BID Proposer and BID Body (as approved by the Court of Common Council in October 2014), for the purposes of clarity in managing BID processes moving forwards. A copy of the Committee's current constitution and terms of reference with the proposed amendment is attached at Appendix D.
3. This report substantively focuses on the changes suggested by other committees which are of a material nature. The report does not cover minor changes such as the insertion of certain words for greater clarity, or where Committees are altering or introducing staggering arrangements in respect of terms of service (to assist with a managed turnover of membership).
4. The following Committees have proposed amendments to their composition, terms of reference and/or governance arrangements of sufficient scope to merit consideration by this Committee.
 - Education Board
 - Board of Governors of the City of London Freeman's School
 - Markets Committee

Details of the proposed amendments are set out in the body of this report and in the attached appendices.

The Culture Heritage & Libraries Committee and the Community & Children's Services Committee are also currently considering minor amendments to their Terms of Reference. It is suggested that these be considered under delegated

authority, should they be forthcoming and of a degree to require consideration by this Committee.

Recommendations

5. It is recommended that, subject to any comments made this day, one minor change be made to the terms of reference of this Committee (Appendix D) and that, in respect of other Committees, consideration be given to the following:-
 - amendments to the wording of the Education Board's terms of reference to reflect more accurately its role (Appendix A);
 - a change to the quorum of the Board of Governors of the City of London Freeman's School, together with an amended descriptor in respect of co-opted Governors (Appendix B);
 - a request from the Markets Committee to reinstate the wording removed from its terms of reference in April 2019 (Appendix C).
6. It is also recommended that authority be delegated to the Town Clerk, in conjunction with the Chair and Deputy Chairman, to consider any further changes requested by Committees in advance of the next meeting.

Main Report

Background

1. 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.
2. As far as this Committee is concerned no change has been made to its constitution or terms of reference since they were last considered. Whilst a copy of the Committee's constitution, membership (which is subject to change from 23 April 2020) and terms of reference is attached as Appendix D for consideration, this report focuses on the changes suggested by other committees which are of a material nature. It does not cover minor changes such as the insertion of certain words for greater clarity or to reflect changes to job titles.

Education Board

3. The Education Board is seeking approval for wording in respect of its role in the oversight of skills and work-related learning and cultural and creative learning, as well as in respect of ensuring that education promotes healthy lifestyles. A collection of further, minor amendments are also sought.
4. The requested amendments are set out in Appendix A, with additions underlined and deletions struck-through.

Board of Governors of the City of London Freeman's School

5. The Board of Governors is requesting an amendment to its quorum to allow for up to one co-opted Governor to count for the purposes of establishing a quorum. A

small amendment is also sought in respect of the descriptor for co-opted Governors.

6. The requested amendments are set out in Appendix B, with additions underlined and deletions struck-through.

Markets Committee

7. The Markets Committee is requesting that its terms of reference be amended such that they revert to their 2018/19 form.
8. As Members will recall, in April 2018 the Court agreed an amendment to the Markets Committee's terms of reference such that they provided for "Oversight of the **provision and** management of all matters relating to Smithfield Market, Billingsgate Market and New Spitalfields Market and the letting of all premises therein."
9. In April 2019, the Court subsequently removed the words "provision and", undoing the amendment made in April 2018. This was in view of concerns in relation to confusion arising around reporting lines for the Markets Consolidation Programme (MCP) and the need for clear lines of accountability and decision-making, given the size of the programme and the significant policy and cost implications.
10. The Markets Committee is now seeking the re-insertion of the words "**provision and**", as it feels that the current wording prevents the Committee from having overall oversight of the developing MCP. They feel that this had also led to key information not always being communicated to the Chairman, Deputy Chairman and Markets Committee Members in a timely manner.
11. The views of the Markets Committee, together with the proposed amendment (underlined), are set out at Appendix C.

Conclusion

12. The Committee is asked to consider the proposed amendments to Terms of Reference and Constitutions set out above, as requested by various committees. Those which are approved will be submitted to the Court of Common Council in April for final approval.

Contact:

Gregory Moore

Telephone: 020 7332 1399

Email: gregory.moore@cityoflondon.gov.uk