

Committee:	Date:
Policy and Resources	24 September 2020
Subject: Appointment of Sub Committees, Working Parties and Representatives On Other Committees	Public
Report of: Town Clerk Report Author: Greg Moore	For Decision

Summary

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.

The Committee now appoints the following sub-committees, working parties, and working groups:-

- Courts Sub-Committee;
- Members' Privileges Sub-Committee;
- Outside Bodies Sub-Committee;
- Projects Sub-Committee;
- Public Relations and Economic Development Sub-Committee;
- Resource Allocation Sub-Committee;
- Hospitality Working Party;
- Ceremonial Working Party;
- Housing Delivery Working Group;
- Culture Mile Working Party;
- Members' Diversity Working Party; and
- Members' Financial Assistance Working Party
- Tackling Racism Taskforce

The Committee also appoints representatives to serve on a number of other City Corporation committees and sub-committees.

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.

On this occasion, in view of the particular circumstances around some of these bodies (for instance, where there is no scheduled meeting for the remainder of the COVID-shortened municipal year; or, where the particular body is a task and finish group undertaken to complete a specific task), it is recommended that no change is made to memberships at this point in time. These are highlighted in the report.

Members will recall that the traditional manner in which the appointments process is undertaken in Committee can take some considerable time and can disrupt the flow of the meeting. Therefore, in view of the large number of appointments and the size of today's agenda, together with the opportunities afforded by electronic voting, it is proposed that, on this occasion, confirmation of final nominations be provided at the meeting and that

electronic ballot papers be issued for completion following the meeting. This will allow all Committee Members time to consider the nominations and vote accordingly, in the same fashion as was adopted in respect of appointments to the Investment Committee (undertaken in July) and which worked well.

Recommendations

It is recommended that:-

1. 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 – no change recommended)
- Members' Privileges Sub-Committee (no vacancies)
- Outside Bodies Sub-Committee (no change recommended)
- Projects Sub-Committee (4 vacancies)
- Public Relations and Economic Development Sub-Committee (5 vacancies)
- Resource Allocation Sub-Committee (6 vacancies)
- Ceremonial Working Party (no change recommended)
- Culture Mile Working Party (4 vacancies)
- Members' Financial Assistance Working Party (no change recommended)
- Hospitality Working Party (no vacancies)
- Housing Delivery Programme Working Group (no change recommended)
- Members Diversity Working Party (no change recommended)
- Tackling Racism Taskforce (no change recommended)

(please see sections A – M of the Appendix for terms of reference, compositions, and 2019 appointments);

2. the Chairman and Deputy Chairman of the Projects Sub-Committee be confirmed under delegated authority, following consultation, after appointments to the Sub-Committee are confirmed;
3. the eight Members already appointed to serve on the Investment Committee, following your July meeting, be noted (see Section Q of the Appendix);
4. 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

(please see Section P of the Appendix for 2019 appointments);

5. two Members be appointed to represent the Committee on the Capital Buildings Committee (see section R of the Appendix for 2019 appointments);

6. three Members be appointed to represent the Committee on the Corporate Asset Sub-Committee (see Section O of the Appendix for 2019 appointments);
7. representatives be appointed for informal consultation with the Court of Aldermen and the Finance Committee on Mayoralty and Shrievalty Allowances (see Section N of the Appendix for 2019 appointments); and
8. that the various appointments listed above be balloted on electronically (where a contest is required) and that authority be delegated to Town Clerk, in consultation with the Chair and Deputy Chair, to approve appointments on the basis of said electronic ballot process.

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 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 it has determined require greater focus and for which it has created a sub-committee, namely:-
 - The City's Courts
 - Members' Privileges
 - Outside Bodies
 - Project Management
 - Public Relations and Economic Development
 - Resource Allocation
4. The Chair 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-Committees, 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 also has seven working parties, groups, or task forces covering hospitality, diversity, ceremonial, financial loss, housing delivery, tackling racism, and the culture mile. Work in all these areas are ongoing to one degree or another.
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 (expiring April 2021) 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).
8. In terms of places on the Sub-Committee, in addition to the Chair 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 place on this Sub-Committee which the Grand Committee appoints to, currently filled by Deputy Edward Lord.
9. However, the Sub-Committee has not had cause to meet since 2019 and has no current future meeting scheduled. Given the unusual circumstances of the current year, together with the April 2021 end-date for the sub-committee, it is suggested that it would not be pragmatic to go through what would likely amount to an unnecessary appointments process for a six-month period in which no meetings are planned. Instead, it is **recommended** that the term of the incumbent be extended by a further six months, at which time the Sub-Committee will cease to exist.

Members' Privileges Sub-Committee

10. 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 to by the Court (please see the Appendix for the full composition).

Outside Bodies Sub-Committee

11. 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 Chair 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 for staggered three-year terms.
12. As with the Courts Sub-Committee, this Sub-Committee has not met for some time – in this case, since 2018. There are no scheduled meetings and it is generally the case that, wherever an outside body related issue arises, it is the sole item for discussion (and is usually fairly straightforward). As the Sub-Committee can only make recommendations to the Policy & Resources Committee, it is generally determined that there is little merit in convening a one-item meeting, so such items are referred directly to Policy & Resources.

13. Again, given that only six months remain in the year and there are no scheduled meetings, it is suggested that membership be kept the same for the coming six months and the incumbents reappointed.

Projects Sub-Committee

14. 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-Committee. 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 (such as in respect of the current Governance Review). 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. Whilst good progress was made, the subsequent reorganisation of Mansion House and the Central Criminal Court had an impact on the timely delivery of this project and activity was paused pending the outcome of that work. The ongoing discussions around a new Target Operating Model would suggest it would be imprudent to recommence activity now, but it is envisaged that the review will be able to resume once the reorganisation is settled in 2021. It is, therefore, suggested that this Working Party be held in abeyance for the time being.

Culture 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. Please see the Appendix for the full composition.

Housing Delivery Programme Working Group

17. This Working Group was established 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.
18. Until his resignation in March 2019, Sir Mark Boleat served as the Group's Chairman. Following Sir Mark's departure, Deputy James Thomson was appointed as Chair.
19. Much of the Group's work has been delayed or otherwise impacted by the COVID-19 outbreak and it has not been able to meet for several months. In keeping with your decision last year and given its status as a "task and finish" style Group, changes at this point in time are felt to be undesirable in respect of continuity and so it is recommended that no change be made.

Members Financial Assistance Working Party (MFAWP)

19. In 2018, 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 the City of London Corporation. The Members Financial Assistance Working Party was, therefore, established.
20. William Upton and Sophie Fernandes were appointed by this Committee as the two to the Working Party. Given the nature of this Group, whose work is shortly expected to conclude, it is recommended that no change be made to membership at this time.

Members Diversity Working Party (MDWP)

21. The Policy and Resources Committee had been looking at ways in which to enhance the diversity of the Court of Common Council and, to help shape some of these ideas, it was agreed that the Members' Diversity Working Party should be established. The Working Party has since recommended a suite of proposals and work or consideration on specific areas is ongoing.
22. Representatives were appointed from the Court membership to serve and, given the nature of the Working Party and its ongoing activity, it is recommended that no change be made at this point in time.

Tackling Racism Taskforce (TRT)

23. The Tackling Racism Taskforce (TRT) was set up in June 2020 and tasked to consider what the City of London Corporation currently does to tackle racism in all its forms and to assess whether any further action could be undertaken to promote economic, educational, and social inclusion through our activities, including any historical issues with a view as to how we might respond to them. The aim of the Taskforce is submit a final report to the Establishment Committee and the Policy and Resources Committee in December 2020, but felt it was important for these Committees to have sight of the findings of the Taskforce to date, particularly around the workstreams of staffing and culture.
24. Given the very recent appointment of the Taskforce and its membership, it is recommended that it be left unchanged.

Investment Committee

25. 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. This year, in view of the timing of appointments, the Policy & Resources Committee agreed to appoint its eight representatives under delegated authority arrangements in July, so no further action is required at this point.

Appointments to other Committees and Sub-Committees

26. 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)

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.

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(A) Courts Sub-Committee

Composition

- Chairman of the Policy and Resources Committee (Chairman)
- 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 2019/20, Deputy Edward Lord was appointed by the Policy and Resources Committee to serve.

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.

**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 Court of Common Council;
- one Alderman, appointed by the General Purposes Committee of Aldermen;
- three Members appointed by the Policy and Resources Committee (but not necessarily Members of the Policy and Resources Committee).

In 2019/20, two Members were appointed by the Policy and Resources Committee, as follows:-

Jeremy Mayhew
James Tumbridge

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 to be co-opted from the Court of Common Council with relevant experience.

In 2019/20, the Policy & Resources appointees were:-

- Deputy Keith Bottomley
- Karina Dostalova
- Deputy Jamie Ingham Clark
- Deputy Philip Woodhouse

**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 Cyclical Works Programme (although these may be called-in by the Projects Sub-Committee) to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee.
- 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 2019/20, the Members appointed by the Policy & Resources Committee were as follows:-

- Deputy Keith Bottomley
- Tijs Broeke
- Karina Dostalova
- Anne Fairweather
- Deputy Jamie Ingham Clark
- Deputy Edward Lord

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 including oversight and governance of Sport Engagement (with power to act).

(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 2019/20 these Members were as follows:-

- Deputy Keith Bottomley
- Tijs Broeke
- Karina Dostalova
- Anne Fairweather
- Alderman Ian Luder
- Deputy Giles Shilson

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 noninvestment 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;
- to consider funding bids in respect of the Community Infrastructure Levy Neighbourhood Fund of over £50,000; 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 Deputy 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 at the time of their appointment, elected 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) **Culture Mile Working Party**

Composition

- The Chairman or his/her representative
- four Members nominated by the Policy & Resources Committee. In 2019 these were as follows:-
 - Tijs Broeke
 - Deputy Michael Cassidy
 - Deputy Jamie Ingham Clark
 - Jeremy Simons

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 Culture 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 four Members 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)*

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)
- 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 (Deputy Michael Cassidy, Alderman Greg Jones, Deputy James Thomson and Deputy 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) **Members Financial Assistance Working Party**

Composition

- 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 or his/her representative
- The Chief Commoner
- The Town Clerk
- two Members appointed by the Policy and Resources Committee from the wider Court (Sophie Fernandes and William Upton).

Terms of Reference

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.

(L) **Members' Diversity Working Party**

Composition

- 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 *
- The Chairman of the Establishment Committee

- Six Members appointed by the Policy and Resources Committee from the wider Court – in 2018/19 and 2019/20, these were:
 - Munsur Ali
 - Randall Anderson
 - Tijs Broeke
 - Alderman Alison Gowman
 - Shravan Joshi
 - Dhruv Patel
- Together with co-option by the Working Party of up to two external people (with no voting rights).

**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 help promote the merits of standing for office as an Alderman or Common Councilman, to enhance the diversity of the Court of Common Council to represent better its constituency.

(M) Tackling Racism Taskforce

Composition

- Chair of Policy and Resources Committee
- Chair of Establishment Committee
- Chair of Community & Children's Services Committee
- Chair of Member Diversity Working Party
- Chair of Culture, Heritage & Libraries Committee
- Six Members from the wider Court:-
 - Caroline Addy (co-Chair)
 - Alderman Emma Edhem
 - Shravan Joshi
 - Natasha Lloyd-Owen
 - Andy Mayer
 - Andrien Meyers (co-Chair)
- Town Clerk & Chief Executive
- Sponsor of the BAME Staff Network
- Chair/Deputy Chair of the BAME Staff Network or their representatives
- Director of Community & Children's Services
- Director of Members' Services
- Director of Communications
- Diversity & Engagement Lead Officer, HR

Terms of Reference

- To consider what the City of London Corporation currently does to tackle racism in all its forms and to assess whether any further action could be undertaken to promote economic, educational, and social inclusion through our activities, including any historical issues with a view as to how we might respond to them.

- To report its findings to both Policy & Resources Committee and the Establishment Committee.

(N) **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.

- Chair of the Policy and Resources Committee
- The Chief Commoner
- One representative from this Committee - in 2019/20, Deputy Edward Lord was appointed to serve.

- (O) **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 2019/20, Marianne Fredericks, Deputy Joyce Nash and Deputy Philip Woodhouse were appointed by the Committee to serve.

(P) **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. Marianne Fredericks represented the Policy and Resources Committee in 2019/20.
- 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. Simon Duckworth represented the Committee on the Board in 2019/20.
- 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. Tijs Broeke represented the Committee on the Board in 2019/20. *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. Jeremy Mayhew represented the Committee on the Committee in 2019/20.

- 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. Deputy Jamie Ingham Clark represented this Committee on the Sub-Committee in 2019/20.

(Q) **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)

For 2020/21, Policy representatives have already been appointed as follows:-

Tijs Broeke

Anne Fairweather

Alderman Prem Goyal

Deputy Tom Hoffman

Michael Hudson

Shravan Joshi

Dhruv Patel

Deputy Tom Sleight

(R) **Capital Buildings Committee**

The terms of reference of the Committee can be found in the Appointment of Members on Committee report to the Court and are available on request.

This Committee has the right to appoint two Members to serve on the Capital Buildings Committee. In 2019/20, the Committee appointed Peter Bennett and Deputy Keith Bottomley.

The Chair and a Deputy/Vice Chair of Policy also serve.

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.