

<b>Committee(s)</b>	<b>Dated:</b>
Capital Buildings Committee	13 January 2021
<b>Subject:</b> Terms of Reference and Frequency of Meetings: Annual Review	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Chris Rumbles – Town Clerk’s Department	

### Summary

As part of the post-implementation review of the changes made to the City Corporation’s governance arrangements in 2011, it was agreed that all Committees should review their terms of reference annually. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council. The latest terms of reference of the Capital Buildings Committee are attached at Appendix 1 to this report for Members’ consideration.

This annual review also affords Members an opportunity to review the frequency of a Committee’s meetings and determine whether it remains appropriate or requires adjustment.

### Recommendations

It is recommended that:

- the terms of reference of the Committee, subject to any comments, be approved for submission to the Court in April 2021; and,
- Members consider whether any change is required to the frequency of the Committee’s meetings.

### Appendices

- Appendix 1 – Terms of Reference

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## CAPITAL BUILDINGS COMMITTEE

### 1. Constitution

A Non-Ward Committee consisting of,

- Five Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- Two Members appointed by the Policy & Resources Committee
- The Chairman and Deputy or a Vice Chairman of the Policy & Resources Committee (ex-officio)
- The Chairman and Deputy Chairman of the Finance Committee (ex-officio)
- The Chairmen and Deputy Chairmen of those service committees which will become responsible for completed capital building projects, or their nominees (ex-officio)\*
- The Chairman of the General Purposes Committee of Aldermen (ex-officio)

*\* Such Chairmen and Deputy Chairmen (or their nominees) to become ex-officio Members of the Committee upon the Court of Common Council giving its approval in principle for the project to proceed, with their membership to cease upon the new building being handed over to their Committee.*

Together with up to two non-City of London Corporation Members and a further two Court of Common Council Members with appropriate experience, skills or knowledge.

### 2. Quorum

The quorum consists of any five Members.

### 3. Membership 2020/21

Elected by the Court of Common Council:-

- 3 (3) Edward Lord, O.B.E., J.P., Deputy *for three years*
- 3 (3) Christopher Michael Hayward, Sheriff
- 3 (3) Sir Michael Snyder, Deputy
- 3 (2) Ian David Luder, J.P., Alderman
- 3 (1) Alison Gowman, Alderman

together with:-

up to two non-City of London Corporation Members:

- David Brooks Wilson (*for a term expiring January 2023*)

up to two co-opted Members of Common Council:

- Oliver Sells, Q.C. (*for a term expiring March 2021*)

two Members appointed by the Policy & Resources Committee:

- 3 - Peter Gordon Bennett
- 3 - Keith David Forbes Bottomley, Deputy

the several ex-officio Members referred to in paragraph 1 above.

### 4. Terms of Reference

In respect of major capital building projects<sup>†</sup> which have been approved in principle by the Court of Common Council, to be responsible for (without recourse to any other Committee):-

- (a) overall direction and co-ordination;
- (b) financial control and variances within the overall approved budget for the project;
- (c) review of progress;
- (d) decisions on significant option development and key policy choices; and
- (e) decisions in relation to the acquisition and disposal of properties related to the project, including disposal or alternative use of current operational properties to be vacated on completion of the project. Such properties, upon the approval of the capital building project, shall sit outside of the normal Standing Orders (53-60) governing acquisitions and disposals.<sup>‡</sup>

<sup>†</sup> Defined as projects for new or substantially refurbished buildings or associated preparatory works and enabling projects with an estimated budget of £100 million or more, or which have been otherwise referred to the Committee.

<sup>‡</sup> Such transactions shall therefore not require the additional approvals of the Property Investment Board, Corporate Asset Sub-Committee, Finance Committee, and Court of Common Council. However, the Policy & Resources Committee shall reserve the

*right to retain ultimate decision-making powers in respect of properties where the disposal is considered to have significant strategic or policy implications.*

**Notes:**

- (i) *Membership of this Committee shall not count towards the limit on the number of committees on which a Member may serve contained in Standing Order 22 and its Chairman shall be eligible to be Chairman of another Committee (Ward or non-Ward) at the same time, pursuant to the provisions of Standing Order 29 (3).*
- (ii) *The Chairman and Deputy/Vice-Chairmen of the Policy & Resources and Finance Committees shall have the power to vote in the election of Chairman and Deputy Chairman.*
- (iii) *Whilst the Committee will need to have dealings with external parties relevant to the buildings concerned in projects for which the Committee is responsible, ownership and custody of these relationships shall rest with the relevant service committee and the Capital Buildings Committee shall act in accordance with this.*