

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	8th March 2021
<b>Subject:</b> Terms of Reference	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3,8,10
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Richard Holt, 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 terms of reference of the Epping Forest and Commons Committee are attached at Appendix 1 to this report for Members' consideration.

### Recommendations

It is recommended that:

- the terms of reference of the Epping Forest and Commons Committee, subject to any comments, be approved for submission to the Court of Common Council in April, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and
- Members consider whether any change is required to the frequency of the Committee's meetings.

### Appendices

- Appendix 1 – Terms of Reference

**Richard Holt**

Committee and Member Services Officer

Town Clerk's Department

T: 020 7332 3008

E: [Richard.Holt@cityoflondon.gov.uk](mailto:Richard.Holt@cityoflondon.gov.uk)