

Committee:	Date:
Policy and Resources	11 March 2021
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. It should be noted that a number of substantive amendments or changes have been (or continue to be) progressed through the ongoing Governance Review. Notwithstanding this, a small number of committees have submitted requests for changes for this coming municipal year, either to reflect the reality of the current position, or to address shortfalls in the interim where they have determined that it is not in the interests of good governance to delay.
3. With respect to the Policy & Resources Committee's own terms of reference, an amendment is required to reflect the decision of the Court of Common Council taken in January 2021 concerning the Standards Regime. One of the effects of this decision was to give responsibility to the Members' Privileges Sub-Committee, on an interim basis, for various elements of the previous Standards Committee's responsibilities. As Policy & Resources is the parent committee of that sub-committee, these new responsibilities need to be reflected in its terms of reference. A copy of the Committee's current constitution and revised terms of reference reflecting this is attached at Appendix E.
4. This report primarily 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).
5. 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.
 - Board of Governors of the City of London Freeman's School
 - City of London Police Authority Board
 - Culture Heritage & Libraries Committee

The Community & Children's Services Committee is also due to consider a specific proposal in relation to community safety at its meeting on 5 March 2021. The proposal is incorporated within this report for completeness and that Committee's final proposal will be confirmed prior to Members' consideration of this report.

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

Recommendations

6. 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 E) and that, in respect of other Committees, consideration be given to the following:-
 - amendments to the composition of the City of London Police Authority Board, together with amendments to its terms of reference (Appendix A);
 - a change to the composition of the Board of Governors of the City of London Freeman's School (Appendix B);
 - additions to the Culture, Heritage and Libraries Committee's terms of reference in relation to Aldgate Square and the Blue Plaque Scheme (Appendix C); and
 - a prospective addition to the Terms of Reference of the Community and Children's Services Committee to provide oversight of the new responsibilities of the Director of that service area in relation to public protection (Appendix D).
7. 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 which might arise unexpectedly in advance of the next meeting, to facilitate their submission to the Court through the White Paper.

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 15 April 2021) and terms of reference is attached as Appendix E 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.

City of London Police Authority Board

3. The Police Authority Board is seeking approval for its composition to be expanded such that a further 2 non-voting external members (i.e. non-Members of the Court

of Common Council) are added. It is also seeking additions to reflect its responsibilities in relation to the Policing Plan and National Lead Force status, as well as in respect of the Force's annual budget and capital programme.

4. The requested amendments are set out in Appendix A.

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

5. The Board of Governors is requesting an amendment to its composition to reduce the number of Common Council representatives from 12 to 8. This would, in turn, reduce the overall size of the Board to 18 (6 co-optees together with 8 Commoners, 2 Aldermen, and 2 ex-officio Members).
6. In terms of the practicalities of achieving this reduction, there are three current vacancies on the Board which it is proposed would be deleted. The removal of the fourth of the proposed reductions would then be achieved as part of the annual elections cycle (which, for the three independent schools, is at the July meeting of the Court of Common Council), when two of the existing Members' terms are due to expire but only one vacancy would be appointed to.
7. For the sake of completeness, Appendix B sets out the proposed change.

Culture, Heritage & Libraries Committee

8. The Culture, Heritage & Libraries Committee is proposing two amendments to its Terms of Reference, set out in Appendix C at paragraphs (i) and (j).
9. The first proposal would provide the Committee with responsibility for strategic oversight of the Blue Plaque Scheme, which would be managed on a day-to-day basis through the City Arts Initiative in conjunction with the City Surveyor's department. Decisions would then be ratified by the Committee. Applications to the scheme are currently already managed by the City Surveyor's department; this proposal is intended to provide greater strategic oversight and Member decision-making to the process.
10. The second amendment would grant the Committee responsibility for the public events programme at Aldgate Square, similar to the Committee's current responsibilities in respect of Guildhall Yard. It should be noted that the Community & Children's Services Committee retains separate responsibility for the management of the Aldgate Pavilion.
11. It should also be noted that the Committee agreed to delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chair, to consider any further changes to its Terms of Reference including those resulting from the Target Operating Model (TOM). This was with particular reference to sub-section (r) of its Terms of Reference and the appointment of relevant Directors, where it was commented that changes might be needed as a consequence of changes brought about by the TOM. Resolution of this point of clarification will, therefore, be sought via this mechanism to reflect an accurate position once confirmed.

Community & Children's Services Committee

12. Following changes delivered through the new Target Operating Model, the Community Safety Team now falls under the remit of the Director of Community and Children's Services. This will help to ensure a multi-agency approach to public protection and an amendment, set out at Appendix D, has been proposed to the Terms of Reference of the Community and Children's Services Committee to reflect the Community Safety Team's move.

Policy and Resources Committee

13. Amendments are required to reflect the decision of the Court of Common Council taken in January 2021 concerning the Standards Regime. One of the effects of this decision was to give responsibility to the Members' Privileges Sub-Committee, on an interim basis, for various elements of the previous Standards Committee's responsibilities. As Policy & Resources is the parent committee of that sub-committee, these new responsibilities need to be reflected in its terms of reference. A copy of the Committee's current constitution and revised terms of reference reflecting this is attached at Appendix E.
14. It should also be noted that the reference to responsibility for the City's Courts, currently under sub-section 4(p), will be deleted through the White Paper process as the time period approved by the Court is set to expire.

Conclusion

15. 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.

Appendices: Proposed Amendments to Constitutions / Terms of Reference of:

- Appendix A – City of London Police Authority Board
- Appendix B – Board of Governors of the City of London Freeman's School
- Appendix C – Culture, Heritage and Libraries Committee
- Appendix D – Community and Children's Services Committee
- Appendix E – Policy and Resources Committee

Contact:

Gregory Moore

Telephone: 020 7332 1399

Email: gregory.moore@cityoflondon.gov.uk