

Committee:	Date:
Policy and Resources	6 May 2021
Subject: Appointment of Sub Committees, Working Parties and Representatives On Other Committees	Public
Report of: Town Clerk	For Decision
Report Author: Greg Moore	

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 currently has the following sub-committees and working parties:-

- Resource Allocation Sub-Committee;
- Public Relations and Economic Development Sub-Committee;
- Projects Sub-Committee;
- Outside Bodies Sub-Committee;
- Members' Privileges Sub-Committee;
- Hospitality Working Party;
- Ceremonial Working Party;
- Culture Mile Working Party;
- Members' Diversity Working Party
- Members' Financial Assistance Working Party
- Tackling Racism Task Force; and
- Innovation & Growth Advisory Board.

Several of these bodies have not met for some time (i.e. in excess of a year) or are the subject of ongoing scrutiny as to their future function or continued existence, through the Governance Review process. The Committee is asked, at the relevant junctures in this report, to consider whether it wishes to continue with their appointment or instead to hold them in abeyance for the coming year, pending the outcomes of the Governance Review. It should be noted that any could be re-established in short order, should the need arise; alternatively, the Policy & Resources Committee as the parent committee can consider any ad hoc items (or refer them to the Resource Allocation Sub-Committee, as the designated reference sub-committee).

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.

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, together with the opportunities afforded by electronic voting, it is proposed that where ballots are required (with the exception of the Investment Committee and Barbican Centre Board), confirmation of final nominations be provided at the meeting and that electronic ballot papers be issued for completion following the meeting. This is consistent with the approach taken for your appointments in 2020/21, which worked well, and will allow all Committee Members time to consider the nominations and vote accordingly.

An exception must be made on this occasion for appointments to the Investment Committee and Barbican Centre Board. Both these bodies are due to meet shortly after the conclusion of the Policy & Resources Committee meeting and require a more immediate confirmation of appointees as a result (particularly the Investment Committee, to which Policy appoints 8 Members). Ballots for both Committees will, therefore, need to be taken in the Policy & Resources Committee meeting itself, in the event of a contest.

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:-
 - Resource Allocation Sub-Committee (6 vacancies)
 - Projects Sub-Committee (4 vacancies)
 - Public Relations and Economic Development Sub-Committee (recommended to be the subject of a further report)
 - Outside Bodies Sub-Committee (recommended to be held in abeyance)
 - Members' Privileges Sub-Committee (no vacancies)
 - Hospitality Working Party (no vacancies)
 - Ceremonial Working Party (recommended to be held in abeyance)
 - Culture Mile Working Party (4 vacancies)
 - Members' Financial Assistance Working Party (recommended to be retained as-is)
 - Members' Diversity Working Party (recommended to be held in abeyance)
 - Tackling Racism Task Force (recommended to be retained as-is)
 - Innovation & Growth Advisory Board (recommended to be retained as-is)
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. 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 Plans Sub (Planning) Committee
 - Economic & Cyber Crime (Police Authority Board) Committee

(see Section O of the Appendix for 2020/21 appointments);

4. eight Members be appointed to serve on the Investment Committee (see Section P of the Appendix);
5. two Members be appointed to represent the Committee on the Capital Buildings Committee (see section Q of the Appendix for 2020/21 appointments);
6. three Members be appointed to represent the Committee on the Corporate Asset Sub-Committee (see Section N of the Appendix for 2020/21 appointments);
7. representatives be appointed for informal consultation with the Court of Aldermen and the Finance Committee on Mayoralty and Shrievalty Allowances (see Section M of the Appendix for 2020/21 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 Chairman, to approve appointments on the basis of the outcomes of the 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 previously determined require greater focus and for which it has created a sub-committees, namely:-
 - 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 Chairs also serve on the Sub-Committees, with membership on four of the sub-committees 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 six working parties or task forces covering hospitality, diversity, ceremonial, financial support, tackling racism, and the culture mile. There is also the newly-established Innovation & Growth Advisory Board. Work in all these areas are ongoing to one degree or another, although there are two areas in which Members may decide to hold the working parties in abeyance, pending the outcome of other activities which will inform their future resumption of activity.
6. It should be noted that the past year has seen the expiry of the Courts Sub-Committee and the dissolution of the Housing Delivery Programme Working Party.
7. 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.

Resource Allocation Sub-Committee (RA Sub)

8. Determining resource allocation in accordance with the City Corporation's strategies is undertaken on behalf of the Committee by the Resource Allocation Sub-

Committee, which 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. Its constitution is determined by the Court. There are **six** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint.

Projects Sub-Committee

9. 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. There are **four** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint. The Chairman and Deputy Chairman of the Sub-Committee are also appointed by the Grand Committee and, in keeping with the arrangements employed in September 2020, it is recommended that authority be delegated in accordance with Standing Order 41(b) to allow for appointments to be made following the outcome of any ballot, if required.

Public Relations and Economic Development Sub-Committee (PR/ED Sub)

10. This Sub-Committee has traditionally focused 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 normally **five** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint.
11. However, following the recent establishment of the Innovation & Growth Advisory Board, the "economic development" aspects of the sub-committee's former role have been removed.
12. Members may, therefore, wish to consider the future of this sub-committee, both in terms of format and composition. At a minimum, the "Economic Development" aspect should be removed from the body's name; however, wider consideration should also be given to the future of the sub-committee, noting the suggestions and commentary arising through the ongoing Governance Review process.
13. For instance, whilst Lord Lisvane proposed the sub-committee's abolition, some Members have suggested the existing body should instead continue in its present format (i.e. as a sub-committee) but with a narrower focus on public affairs, public relations, and general communications matters. Another suggestion has been that the Innovation & Growth Advisory Board model might be replicated as a format for this strand of activity, facilitating a more informal approach (rather than a sub-committee) to allow for the expertise of the Court's wider membership – as well as external figures – to be drawn upon for specific issues or topics and help inform formal decision-making by Policy & Resources.
14. It is suggested that Members might wish to instruct officers to produce a report with options for the June meeting of the Policy & Resources Committee, allowing for a more considered debate on this matter. In the interim, Members may wish to either hold the sub-committee in abeyance, or roll forward its existing membership and

arrangements (minus the “Economic Development” aspect) such that it continues to exist until such time as an alternative is considered and agreed.

Outside Bodies Sub-Committee

15. 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.
16. This Sub-Committee has not met 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 Policy & Resources, there is generally considered to be limited merit in convening a standalone one-item meeting of this Sub-Committee as well.
17. Last year, the Policy & Resources Committee noted that there were no scheduled meetings and that the sub-committee’s continued existence was to be reviewed within the wider Governance Review. Membership was consequently kept the same for the year and the incumbents reappointed, in case required, although ultimately no meetings were called nor business considered.
18. The Committee is recommended to consider whether it would wish to adopt the same approach this year, or, indeed, whether it might prefer to hold the committee in abeyance and choose not to make any appointments for the coming year, pending the outcomes of the Lisvane review.

Members’ Privileges Sub-Committee

19. 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.
20. In addition, for a time-limited period, this Sub-Committee has taken on various functions of the former Standards Committee at the request of the Court of Common Council (15 January 2021).
21. Vacancies on this Sub-Committee are appointed to by the Court (please see the Appendix for the full composition).

Hospitality Working Party (HWP)

22. 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 to by the Court. Please see the Appendix for the full composition.

Ceremonial Working Party

23. 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 has had an impact on the timely delivery of this project. 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 later in 2021 or early 2022. It is, therefore, recommended that this Working Party be held in abeyance for the time being.

Culture Mile Working Party

24. 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 and these vacancies are open to the wider Court.

Members' Financial Assistance Working Party (MFAWP)

25. In 2018, the Committee supported a review of Members' financial support. It was agreed that, rather than this being undertaken independently, a working party should be created to review the existing 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.
26. William Upton and Sophie Fernandes were appointed by this Committee as the two representatives to the Working Party. Given the nature of this Group, whose work is shortly expected to conclude, it is recommended their appointments be re-confirmed for the ensuing year.

Members' Diversity Working Party (MDWP)

27. 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 to the Policy and Resources Committee.
28. This Working Party has not met since 14 January 2020 and there are currently no meetings scheduled. Its work was paused pending the outcome of the work of the Tackling Racism Taskforce (TRT) and the Working Party was also keen to see the outcome of the work being undertaken by the Members Financial Assistance Working Party (MFAWP). Whilst the work of the TRT has largely concluded, the final recommendations of the MFAWP have yet to be considered. Your Committee is, therefore, recommended to consider whether it wishes to hold the Working Party in abeyance for the time being.

Tackling Racism Taskforce (TRT)

29. 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.
30. The TRT has now submitted its report to the Establishment Committee and the Policy and Resources Committee but it was felt it was important for quarterly meetings to continue for a period to monitor implementation, particularly around the workstreams of staffing and culture.
31. Given the nature of the Taskforce's ongoing activities, there are material benefits to continuity of its membership and it is recommended that this be left unchanged.

Innovation & Growth Advisory Board

32. This new working party was established in March 2021 and focuses on questions of competitiveness. In particular, it offers guidance to officers in their delivery of the Corporation's competitiveness strategy and provides expertise and insight to Policy & Resources on the ingredients of global success of UK Financial and Professional Services.
33. Appointments to the Board from the Common Council were confirmed at the April 2021 meeting and its composition and terms of reference are set out in the appendix.

Appointments to other Committees and Sub-Committees

34. 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** (one representative)
 - **Barbican Centre Board** (one representative)
 - **Capital Buildings Committee** (two representatives appointed from amongst the wider Court)
 - **Corporate Asset Sub-Committee** (three representatives)
 - **Education Board** (one representative)
 - **Freedom Applications Committee** (one representative)
 - **Investment Committee** (eight representatives, appointed from amongst the wider Court)
 - **Local Development Framework Reference Sub (Planning) Committee** (one representative)
 - **Mayoralty and Shrievalty Allowances** (one representative, for the purposes of consultation with the Court of Aldermen and representatives of the Finance Committee)
 - **Economic & Cyber Crime Committee of the Police Authority Board** (one representative)
35. 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.
36. As was the case in 2020/21, it is recommended that any such ballots be held following the meeting on 6 May with Members provided the weekend to cast their votes on all ballots simultaneously, using electronic voting methods. Appointments would then be made under delegated authority in accordance with the results of the ballot process.
37. The exception to this, as outlined previously in the report, would be the Investment Committee and Barbican Centre Board. Given the timings of these two bodies' first meetings, it is important to confirm appointments as soon as possible and any requisite ballot relating to these appointments will, therefore, need to take place at today's meeting.

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) **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 2020/21 the elected Members were as follows:-

Tijs Broeke
Karina Dostalova
Anne Fairweather
Shravan Joshi
Alderman Ian Luder
Deputy James Thomson

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.

(B) **Projects Sub-Committee**

Composition

- the Chair 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 2020/21, the Policy & Resources appointees were as follows:-

Policy Committee representatives

Randall Anderson
 Deputy Jamie Ingham Clark
 Andrew McMurtrie
 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.

(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 2020/21, 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) **Public Relations and Economic Development Sub-Committee**

Composition

- Chair, 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
- Chair of the General Purposes Committee of Aldermen
- Senior Alderman Below the Aldermanic Chair
- 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 2020/21, the Members appointed by the Policy & Resources Committee were as follows:-

Tijs Broeke
Karina Dostalova
Anne Fairweather
Alderman Tim Hailes

Deputy Jamie Ingham Clark.

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).

(E) 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.
- **Standards and Code of Conduct:** Following the decision of the Court of Common Council on 14 January 2021, the Sub-Committee shall have interim responsibility for the following matters, previously under the purview of the Standards Committee, until such time as the Court determines otherwise:-
 - (i) promoting and maintaining high standards of conduct by Members and Co-opted Members of the City of London Corporation and to assist Members and Co-opted Members to observe the City of London Corporation's Code of Conduct;
 - (ii) preparing, keeping under review and monitoring the City of London Corporation's Member Code of Conduct and making recommendations to the Court of Common Council in respect of the adoption or revision, as appropriate, of such Code of Conduct;

- (iii) keeping under review, monitoring and revising as appropriate the City of London Corporation's Guidance to Members on the Code of Conduct;
- (iv) keeping under review by way of an annual update by the Director of HR, the City of London Corporation's Employee Code of Conduct and, in relation to any revisions, making recommendations to the Establishment Committee;
- (v) keeping under review and monitoring the Protocol on Member/Officer Relations and, in relation to any revisions, making recommendations to the Establishment Committee;
- (vi) advising and training Members and Co-opted Members on matters relating to the City of London Corporation's Code of Conduct.

(F) **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 4 Members to be 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.

(G) **Ceremonial Working Party**

Composition

- Chair of the Policy & Resources Committee
- A Deputy Chairman of the Policy & Resources Committee

- Chief Commoner
- Two Aldermen, nominated by the Chairman of the General Purposes Committee of Aldermen
- Three Members appointed by the Policy and Resources Committee
- Two Members with over ten years' service, appointed by the Court of Common Council
- Two Members with under ten years' service at the time of their appointment, elected by the Court of Common Council
- 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 (but not necessarily from the Committee). In 2020/21, the appointed Members were as follows:-

Tijs Broeke
Deputy Jamie Ingham Clark
Judith Pleasance
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) Members Financial Assistance Working Party

Composition

- The Chair 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.

(J) Members' Diversity Working Party

Composition

- The Chair 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:-
 - 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.

(K) 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.

(L) Innovation and Growth Advisory Board

Composition

- Chair of the Policy & Resources Committee (Chair)
- Chair of the General Purposes Committee of Aldermen (Deputy Chairman)
- Deputy Chairman of the Policy & Resources Committee
- Deputy Chairman of the General Purposes Committee of Aldermen
- Four Members of the Court of Common Council with relevant expertise

**The ability to co-opt up to four external members flexibly and an ad-hoc basis, in agreement with the Policy & Resources Committee.*

The role of the Advisory Board is:

- To provide informal guidance or direction to Innovation & Growth on the implementation of the Competitiveness strategy (*whilst being clear that formal oversight would be held by Policy & Resources, with this group reporting in on an advisory basis*).
- To provide expertise and insight to officers and Policy & Resources on the ingredients of global success of UK Financial and Professional Services, acting as an internal forum for the testing of ideas and prioritisation in the work of promotion and policy of the sector.
- Offering additional support to the Lord Mayor and Chair of Policy and Resources as Ambassadors on the Innovation and Growth agenda.
- To provide advice on the strategic deployment of hospitality as required (*although it must be made clear that this was entirely distinct from the role of Hospitality Working Party; rather, this concerned some of the strategic engagement with Ambassadors and set-piece events outside of HWP's general remit*).

(M) 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.

Together with the Chair of the Policy and Resources Committee and the Chief Commoner, there is one further representative from this Committee appointed - in 2020/21, Deputy Edward Lord was appointed to serve.

- (N) **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 2020/21 Marianne Fredericks, Deputy Edward Lord, and Deputy Philip Woodhouse were appointed by the Committee to serve.

(O) **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 Committees report to the Court or is available on request. Marianne Fredericks represented the Policy and Resources Committee in 2020/21.
- ii) **Barbican Centre Board** – the terms of reference of this Committee can be found in the Appointment of Members on Committees report to the Court or is available on request. Tijs Broeke represented the Committee on the Board in 2020/21.
- 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 2020/21. *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 2020/21.
- 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 the Committee on the Sub-Committee in 2020/21.

(P) **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)

NB: Members are required to submit a CV in support of their candidature for serving on the Investment Committee

For 2020/21, Policy representatives were appointed as follows:-

Tijs Broeke
Anne Fairweather
Alderman Prem Goyal
Deputy Tom Hoffman
Michael Hudson
Shravan Joshi
Dhruv Patel
Deputy Tom Sleigh

(Q) **Capital Buildings Committee**

The terms of reference of the Committee can be found in the Appointment of Members on Committees 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 2020/21, the Committee appointed Peter Bennett and Deputy Keith Bottomley.

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

(R) **Economic & Cyber Crime Committee**

This Committee now has the right to appoint one Member to serve on the Police Authority Board's Economic & Cyber Crime Committee, which considers matters involving the Force's national responsibilities for economic crime and fraud investigation.

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.