

Committee Audit and Risk Management Committee	Dated: 25 May 2021
Sub-Committees Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 8 and 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Town Clerk & Chief Executive	For Decision
Report author: Chloe Rew, Committee and Members Services Officer	

Summary

The purpose of this report is to ask the Audit and Risk Management Committee to appoint the Nominations Sub-Committee and approve its composition and Terms of Reference; and to appoint one Member to serve on the Resource, Risk and Estates Committee of the Police Authority Board.

Recommendations

The Committee is asked to:

1. agree the appointment, composition and Terms of Reference of the Nominations Sub-Committee (up to 6 Members, including the Chairman and Deputy Chairman (Member) of the Grand Committee and at least one External Member, to give an independent perspective);
2. consider whether the Member appointed to the Resource, Risk and Estates Committee of the Police Authority Board should be a court Member or an external Member; and,
3. appoint one Member to the Resource, Risk and Estates Committee of the Police Authority Board.

Main Report

1. The purpose of this report is to consider the appointment of Members to the Nominations Sub Committee for 2020/21 and to approve its composition and Terms of Reference. Additionally, the Audit and Risk Management Committee is asked to appoint one of its Members to serve on the Resource, Risk and Estates Committee of the Police Authority Board.

Nominations Sub-Committee

2. At your Committee on 16 January 2018, Members agreed to establish a Nominations Sub-Committee. Its composition and Terms of Reference are included at Appendix 1. Nominations Sub Committee meetings are arranged as and when required, including for the purposes of reviewing applications and interviewing candidates.
3. Although the Terms of Reference state one external Member is to be appointed to the Sub-Committee in order to give an independent perspective, in recent years, two external Members have been appointed to the sub-committee.

Resource, Risk and Estates Committee of the Police Authority Board

4. Your Committee previously appointed two Members to the Performance and Resource Management Committee of the Police Authority Board. Due to the bifurcation of this Committee to the form the Strategic Planning and Performance Committee, and the Resource, Risk and Estates Committee, your Committee is now asked to appoint one Member to only the latter of the two.
5. Members are asked to consider if the appointed Member should be an external Member or Member of the Court of Common Council, as previously the precedent had been to appoint external Members.
6. Members are asked to indicate whether they wish to serve on the Resource, Risk and Estates Committee of the Police Authority Board. One Member will be appointed.

Corporate & Strategic Implications

7. The recommendations in this report relate to the following outcomes of the Corporate Plan:
 - 3. People have equal opportunities to enrich their lives and reach their full potential
 - 8. We have access to the skills and talent we need
 - 10. We inspire enterprise, excellence, creativity and collaboration.

Conclusion

8. Members are asked to note the contents of this report and consider the appointments, composition and Terms of Reference as set out in the recommendations and appendices.

Appendices

- Appendix 1 – Terms of Reference and Composition of the Nominations Sub-Committee of the Audit and Risk Management Committee

- Appendix 2 –Terms of Reference and Composition of the Resource, Risk and Estates Committee of the Audit and Risk Management Committee

Background Papers

- ‘Succession Planning for External Members: to appoint a Nominations Sub Committee of the Audit and Risk Management Committee’, report of the Town Clerk to the Audit and Risk Management, 16 January 2018

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Nominations Subcommittee: Current Membership 6

Up to 4 Members to be appointed by the Grand Committee (in addition to the Chairman and Deputy Chairman).

Meetings in 2019/20: there were no formal sub-committee meetings during this time. Virtual meetings were scheduled to review applications and hold interviews for a new external member whose term commenced on 1 April 2021.

1.1 The current composition is as follows:

1. Chairman of the Grand Committee
2. Deputy Chairman (Member) of the Grand Committee
3. Alderman Prem Goyal
4. Jamie Ingham Clark
5. Caroline Mawhood (external)
6. Dan Worsley (external)

1.2 Terms of Reference and Composition of the Nominations Sub Committee

Membership: 5 or 6 Members, including the Chairman and Deputy Chairman (Member) of the Grand Committee and one External Member, to give an independent perspective.

1. To make recommendations to the Audit and Risk Management Committee on the appointment of all External Members to the Committee.
2. To undertake Skills Audits of the Committee periodically (or analyse information from the Committee Effectiveness Survey) to inform the appointment of External Members to the Committee.
3. To consider the most appropriate way to recruit External Members to the Committee, including the placing of advertisements or the use of personal contacts.
4. The Sub Committee will have advisory powers only and make recommendations to the Board.

Resource, Risk and Estates Committee

Composition

- Up to five Members of the Police Authority Board appointed by the Police Authority Board, in addition to the Chairman and Deputy Chairman;
- One co-opted Member to be appointed by the Audit and Risk Management Committee; and
- Up to two co-opted Members to be appointed by the Police Authority Board.
- The Chairman of Finance Committee or their nominee.
- One external independent member, to be appointed by the Police Authority Board.

Frequency of meetings

- The Committee shall meet four times per annum.

Quorum

Any three members

Terms of Reference

To be responsible for:

Finance, Risk, Estates and Change

- a. Overseeing the Force's resource management in order to maximise the efficient and effective use of resources to deliver its strategic priorities including workforce planning, monitoring in-year financial performance against revenue and capital budgets, scrutiny of proposed revenue and capital budgets and the Medium Term Financial Plan;
- b. Scrutinising and recommendations around capital spend and other investment programmes.
- c. Overseeing of commercial projects;
- d. Overseeing of Risk;
- e. Scrutinising of internal audit reporting and implementation of recommendations.
- f. Overseeing major change programmes including Transform;
- g. Scrutinising of Estates strategy requirements
- h. Making recommendations to the Police Authority Board or Commissioner, where necessary.