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| Committee: Hampstead Heath, Highgate Wood & Queen's Park Committee | Dated: 5 October 2022 |
| Subject: Annual Review of Terms of Reference | Public |
| Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? | N/A |
| 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 Discussion |
| Report author: Ben Dunleavy, Town Clerk's Department | |

Summary

As part of the implementation of the 2021 Governance Review, it was agreed that the cycle and process of annually reviewing the Terms of Reference of all Committees/Boards should be revised, to provide more time for Committees to consider and discuss changes before they are submitted to the Policy and Resources Committee. Therefore, this report is initially being brought before the Committee at its September meeting to allow time for proposed changes to be considered and developed at subsequent meetings.

This will enable any proposed changes to be considered at the Policy and Resources Committee in March 2023, in time for the re-appointment of Committees by the Court of Common Council in April.

The current terms of reference of the Hampstead Heath, Highgate Wood and Queen's Park Committee, as part of the Court Order from April 2022 are attached at appendix 1 to this report for your consideration.

Recommendations

It is recommended that:

- Consider any changes to the terms of reference of the Committee

Appendices

- Appendix 1 – Court Order 2022/23 – Hampstead Heath, Highgate Wood and Queen's Park Committee

Ben Dunleavy

Governance Officer

Town Clerk's Department

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