

Committee: Culture, Heritage and Libraries Committee	Dated: 27 March 2023
Subject: Annual Review of the Committee's Terms of Reference	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 8, 10
Does this proposal require extra revenue and/or capital spending?	
If so, how much?	
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
Report of: Town Clerk & Chief Executive	For Discussion
Report author: Jayne Moore	

Summary

The Committee's Terms of Reference were considered at the November 2022 meeting, and are being resubmitted here to give the Committee a further opportunity to consider them ahead of the April of the Culture, 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 November meeting to allow time for proposed changes to be considered and developed and 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.

Recommendations

Members are asked to:

1. consider any changes to the Committee's Terms of Reference

Corporate & Strategic Implications

1. Members are asked to consider the scope of the Committee's Terms of Reference and bear in mind the impact of any proposed changes, particularly resource, legal and equalities implications.

2. The Terms of Reference impacts the following outcomes of the 2018-23 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, creativity and collaboration.

Appendices

- Appendix 1 – Terms of Reference of the Culture, Heritage and Libraries Committee (Order of the Court – April 2022)

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Governance Officer

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