

Original Governance Review Recommendations: Progress Update - Summary Table

Key	Completed
	In progress – further work to be undertaken in 2023
	Proposals due to be included within/alongside the LTGR

	Summarised Recommendation	
	General Principles	Progress update
1.	Number of Committees: creation of any sub-committee or working party be subject to the submission of a business case to the Policy & Resources Committee, outlining the justification, resourcing requirements, life expectancy / sunseting arrangements, and clear terms of reference	Completed – All new Working Parties and Sub-Committees must be presented to the Policy & Resources Committee. Greater use of Committee-approved ‘sounding boards’ or other Member engagement fora, whereby groups of Members are consulted on particular pieces of work ahead of committee consideration.
2.	Greater control over Terms of Reference: annual cycle of the review of Terms of Reference be revised to provide more time for review. Changes to require written submissions making the case for changes.	Completed Annual reviews of terms of reference should be undertaken in September-December of each year. Given some of the new sub-committees were not fully constituted until the autumn of 2022, and with the impending LTGR, this was implemented in-part. This annual-review approach will become business as usual across all committees in 2023.
3.	Limits on numbers of Committees considering items: other than in exceptional circumstances, all reports be subject to approval by a maximum of one ‘corporate’ committee, one ‘service’ or ‘institutional’ committee, and one relevant sub-committee (together with the Court of Common Council if the matter is of significance enough to breach the thresholds specified by Standing Orders)	Completed – This was agreed by the Court but is not explicitly referenced within the Standing Orders. Proposals to changes to the Standing Orders will integrate this procedure to make the position clearer.
4.	Sub-Committees: sub-committees to be given greater decision-making powers	Completed – Each Grand Committee is responsible for determining the powers to be delegated to its sub-committee(s) and encouraged to reconsider on an annual basis.
5.	Sequencing: a more fixed committee cycle, set several years ahead and with firmer rules on meeting dates	Completed –

		Dates for 2023 and 2024 have been agreed; 2025 date-setting to commence shortly.
6.	Delegated Authority arrangements: if the Committee is aware of an imminent report which cannot await the next meeting, there should be a greater use of e-mail to provide sight of such items to Committee Members and seek comments, so as to inform the Chair and Deputy Chair's final view via the consultation arrangements (and the subsequent decision)	Completed – Where possible within designated time frames, or as requested by the Committee, the wider Membership of a Committee or a Sub-Committee are afforded the opportunity to comment on Delegated Authority submissions.
7.	Agenda and 'information' items: committees move to a three-tiered arrangement for reports: For Decision, For Discussion (i.e. those information items where debate should be focused), and For Information (i.e. those which are simply to be noted or received in accordance with requirements and where there is to be no discussion at the meeting unless prior notice is provided or the leave of the committee is sought). For information items should also be removed from the primary agenda pack and created as a supplementary agenda	Completed – This is regularly exercised for all; however, some exceptions are made where pragmatism is required (e.g. where there is one short information item and it would be excessive to create an entirely different pack). Difficulties arise where there are also separate appendices packs, late packs and confidential packs. This can lead to four+ packs for any one committee, which impacts the ease of reference.
8.	Workplans: forward agenda plans be implemented as a matter of course for every Grand Committee	In progress Work plans are in place for most grand committees. Given considerable change in governance, in the context of Corporation-wide resourcing issues over the past 9 months, any outstanding work plans should be developed during 2023
9.	Minutes and reports: committee minutes to be streamlined where possible, although still capturing the balance of discussion where appropriate. Court minutes to remain in their current format.	Completed Members should note that minutes are kept to essential points and decisions. Report writing training was delivered to over 100 people in November 2022, at which short reports (with all relevant information) were highly encouraged. A recording is available to all staff.
10.	Scheme of Delegations: introduction of standardised reporting on actions taken under enhanced delegations, once / if implemented	In progress A system is in place for Property Investment Board, however, a decision needs to be taken as to what level and types of decisions committees wish to see reported back to them (i.e., following the Project Governance and Scheme of Delegation review).

11.	Standing Orders: a thorough review be undertaken	In progress A significant review in response to the Governance Review was undertaken in March 2022; however, there were a number of areas deferred for later consideration. Remaining proposals will be brought back to Policy in March 2023.
12.	Term limits: individual committees to be asked to review introduction of term limits	Completed Where desired, term limits have been reviewed/amended and implemented.
13.	Multiple memberships: limit on memberships be decreased from 8 to 6; however, the existing practice whereby this limit be waived when a vacancy is re-advertised should be continued	Completed
14.	Chair and Deputy Chair arrangements: for outgoing Chairs, removal of the automatic right to Deputy Chairmanship as currently conferred by SO30(3)(a). (The individual remains eligible to serve as Deputy Chair but by election only)	Completed
15.	Reference Sub-Committees: all standing Reference Sub-Committees be abolished	Completed
16.	Committee size: all non-Ward committees be asked to consider their compositions with a view to reducing numbers	Completed
17.	Ward Committees: with the exception of Markets Committee, all Ward Committees to retain this status	Completed
18.	Lead Members: Use of lead Members to be encouraged	Completed Policy & Resources Committee, amongst others, have appointed Lead Members. This is due for review in September 2023 (one year after appointment)

19.	Governance & Nominations: such a committee should not be established, but instead a central skills and experience register be created, which would be available for Members to review in advance of any committee election. All committees also be asked to provide the Court with an indication of any particular skills, expertise, or background where expressions of interest from applicants would be particularly welcome, informed by such skills audits as deemed appropriate by the relevant committee.	In progress Proposals considered by the Member Learning & Development Steering Group in January 2023 to allow for implementation.
Corporate Committees		
Policy & Resources		
20.	Review of ex-officio membership, although avoiding reducing the number of Members elected directly by the Court	In progress See point for consideration under Appendix A regarding review of P&R
21.	Current arrangement whereby there are three Deputy Chairs, should be dispensed with and the Committee should revert to having one designated Deputy Chair (although not to be seen as confirmation of successor until the final year of that term, as present). A greater use of Lead Members to be employed.	Completed This recommendation was re-considered by the Policy & Resources Committee and Court of Common and was <u>not</u> upheld. There is one Deputy Chair and two Vice-Chairs.
22.	Resource Allocation Sub-Committee: retain as is, but with greater power to act	In progress No changes to the Resource Allocation Sub-Committee Terms of Reference were made – proposals to be included for April 2023.
23.	Capital Buildings Board: to replace Capital Buildings Committee with continuation of existing composition, and ability to establish small dedicated task and finish groups as it deems appropriate	Completed
24.	Public Relations Sub-Committee: change of name to Communications Sub-Committee and shifting of wider responsibility for co-ordinating the delivery and commercial aspects of the sport agenda to the Culture Committee	Completed Name changed to: Communications and Corporate Affairs Sub-Committee. This Sub-Committee retained the power to act on sports engagement.
25.	Civic Affairs Sub-Committee: a new committee replacing HWP, Members' Privileges Sub, Outside Bodies Sub, Ceremonials WP, and the MFAWP. Consideration to be given to also including the remits of the Freedom Applications Committee and Benefices Sub-Committee within this	Completed

26.	Operational Property and Projects Sub-Committee: combining the Corporate Asset Sub-Committee with Project Sub-Committee as a joint Sub-Committee of Policy & Resources and Finance. Consideration also given to merging with the Procurement Sub-Committee	Completed
27.	Equity, Diversity & Inclusion Sub-Committee: a new committee replacing MDWP and TRT, possibly as a joint Sub-Committee of Establishment and Policy & Resources	Completed
28.	Culture Mile Working Party: to be abolished, with the Culture Committee absorbing its remit	Completed
29.	All Sub-Committees to be chaired by the Policy Chair directly or their nominee	Completed In some instances, the Chairman recommended that the Chair be appointed from and by the sub-committee's membership.
Finance Committee		
30.	Virtual access to meetings for officers and the public	Completed
31.	Corporate Asset Sub-Committee: merger with Projects Sub-Committee to form joint Sub-Committee	Completed
32.	Digital Services Sub-Committee: to become a standalone service committee with additional responsibility for information governance	Completed
33.	Finance Grants Oversight and Performance: to be abolished, with annual reporting of Benefits-in-Kind and the Central Grant Programme being taken to the Finance Committee	Completed
34.	Procurement: consideration be given to merger with Projects Sub and Corporate Asset Sub Committees	Completed
Investment Committee		
35.	Abolishment of Investment Committee	Completed To be revisited as part of the LTGR

36.	Property Investment Board and Financial Investment Board to continue as joint Sub-Committees of Policy & Resources, Finance and the Bridge House Estates Board, with each nominating representatives and a number of places reserved for direct election by the Court	Completed BHEB did not agree to this proposal. To be revisited as part of the LTGR.
Pensions Committee		
37.	Creation of a new body to have responsibility for the management, administration, and investments of the City's Pension Fund	Completed
Capital Buildings Committee		
38.	To cease as a Grand Committee and become a sub-committee of Policy & Resources, with delegated powers to act	Completed
39.	Small number of joint meetings (or briefings), at which the City Surveyor and Chamberlain shall be asked to present overarching analyses of the City Corporation's activities across all property-related workstreams	Completed and ongoing
Establishment Committee		
40.	Consider changing name to reflect Corporate Services functions	Completed
Service Committees		
Markets Committee		
41.	To be changes from a Ward to a non-Ward committee	Completed
42.	Reduction in membership to a maximum of 15 Members, all to be elected directly from the Court, although any Members with tenancies at any of the markets be ineligible from serving	Completed
43.	Future of the committee be subject to review upon delivery of the new Markets site	No action required at this time.
Culture, Heritage & Libraries Committee		
44.	Consider Benefices Sub-Committee being included in agglomerated sub-committee of Policy & Resources (Civic Affairs Sub-Committee)	Completed

45.	LMA Board to be established and therefore removal of relevant responsibilities of Culture, Heritage & Libraries	Completed This was not agreed by the Court of Common Council – responsibility remains with Culture Heritage and Libraries
46.	Transfer of responsibilities for sport matters	Completed This was not agreed by the Court of Common Council – responsibility remains with the Communications and Corporate Affairs Sub
Community & Children's Services Committee		
47.	Move housing functions into standalone committee incorporating both the housing-related responsibilities of this committee together with those of the Barbican Residential Committee	In Progress This was not agreed and proposals are subject to separate reporting.
Barbican Residential Committee		
48.	Establish a dedicated Consultation Group where representatives of all key stakeholders can meet regularly to discuss and help monitor ongoing and emerging developments across the Estate	In Progress This was not agreed and proposals are subject to separate reporting.
49.	Similar arrangements to be established across the other Corporation Estates	In Progress This was not agreed and proposals are subject to separate reporting.
50.	Formal remit of the committee to be relocated to a new Housing Committee, with meetings arranged such as to provide dedicated scrutiny for Barbican matters	In Progress This was not agreed and proposals are subject to separate reporting.
51.	Newly constituted Committee asked to present formal proposals relating to resident involvement in service charge	In Progress This was not agreed and proposals are subject to separate reporting.
Housing Committee		
52.	New committee be established absorbing both the housing responsibilities of Community & Children's Services Committee (and its Housing Management and Almshouses Sub-Committee) and the remit of the Barbican Residential Committee	In Progress This was not agreed and proposals are subject to separate reporting.

53.	The new committee to meet on a monthly basis, with agendas arranged such as to allow for consideration of Barbican Residential business and current Housing Management business on an alternate meeting basis	In Progress This was not agreed and proposals are subject to separate reporting.
54.	Membership of 12-15 and ensuring sufficient representation at meetings by Members of Wards within which relevant housing estates are located	In Progress This was not agreed and proposals are subject to separate reporting.
Statutory Bodies and Others		
Crime & Disorder Scrutiny Committee		
55.	Be required to resume activity and meet on at least an annual basis	Completed (see below)
56.	A report proposing refreshed arrangements – both in respect of the Crime & Disorder Scrutiny Committee and the Safer City Partnership Strategy Group – to be submitted	Completed Revised Terms of Reference and Composition coming forward in March 2023 for consideration following consultation with Comptroller & City Solicitor's Department, Department of Community and Children's Services and the Police Authority.
Freedom Applications Committee		
57.	To be absorbed within the new Civic Affairs Sub-Committee of Policy & Resources	Completed This was not agreed. Freedom Applications became a sub of Policy & Resources Committee.
Education and Cultural Institutions		
Independent Schools		
58.	School Boards be asked to review and propose revised Board composition and appointment arrangements which they feel would best meet with their requirements in providing strategic oversight moving forwards	Completed Revisions forthcoming to simply 'tidy up' the Terms of Reference to ensure consistency across all three Boards.
59.	Clerking responsibility to move to the Boards, with a joint Clerk for both the Boys' and Girls' Schools	Completed New Clerk in post, supporting CLS, CLSG, CLFS and CJS
60.	Replication of the voluntary application of rules based upon Local Government regulations (as required for all current Grand Committees) to be dispensed with	Completed Local Government regulations dis-applied to non-Local Authority functions of the City Corporation

Guildhall School of Music & Drama		
61.	Board of Governors be asked to review and propose a revised Board composition which it feels would best meet with the conservatoire's requirements, possibly including the disapplication of Local Government-based regulations around access to meetings	Completed Local Government regulations dis-applied to non-Local Authority functions of the City Corporation and composition / quorum arrangements progressed.
Open Spaces		
62.	Existing consultative bodies continue to operate but cease to be maintained by the Committee & Member Services Section; instead, being operated on a more informal basis administered by the local service area	Completed With the exception of the Hampstead Heath Consultative Committee (which must be retained).
63.	Wanstead Park Working Party to be abolished	Completed
64.	Epping Forest Management Plan Steering Group should be dissolved for the time-being (noting it may be re-established on request if and when it is required	Completed