

Committee(s)	Dated:
Civic Affairs Sub-Committee	23 March 2023
Subject: Terms of Reference and Frequency of Meetings	Public
Report of: Deputy Town Clerk	For Discussion
Report author: Chris Rumbles – Town Clerk’s Department	

Summary

As part of the post-implementation review of the changes made to the City Corporation’s governance arrangements in 2011, it was agreed that all Committees should review their terms of reference annually.

This annual review also affords Members an opportunity to review the frequency of a Committee’s meetings and determine whether it remains appropriate or requires adjustment.

Recommendations

It is recommended that:

- Receive the terms of reference of the Sub-Committee and provide comments thereon.
- Members to consider whether any change is required to the frequency of the Committee’s meetings.

Appendices

- Appendix 1 – Terms of Reference

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