

Committee: Port Health and Environmental Services Committee	Date: 19 September 2023
Subject: Annual Review of the Terms of Reference of the Port Health and Environmental Services Committee	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: Deputy Town Clerk	For Discussion
Report author: Kate Doidge, 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 2024, in time for the re-appointment of Committees by the Court of Common Council in April.

Recommendations

It is recommended that:

- Members consider any changes to the Committee's terms of reference

Appendices

- Appendix – Court Order 2023/24 – Port Health and Environmental Services Committee

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