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| Committee(s): Policy and Resources Committee | Dated: 22 February 2024 |
| Subject: Terms of Reference: Annual Review | 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? | N/A |
| 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 | |
| Report author: Chris Rumbles, Town Clerk's Department | For Decision |

Summary

In accordance with agreed governance arrangements, this report is presenting Policy and Resources Committee with its terms of reference as part of an annual review. No changes are proposed at this time; however, Members may wish to make suggestions and provide feedback to be incorporated into the terms of reference.

The Annual Review of the Committee's Terms of Reference allows for any proposed changes to be considered in time for the annual reappointment of Committees by Court of Common Council. Terms of Reference for the Policy and Resources Committee are attached at Appendix 1.

Recommendations:

1. The terms of reference of the Committee (**set out at Appendix 1**) be approved, subject to any changes proposed being incorporated, for onward submission to Court of Common Council in April 2024; and,
2. Should any amendments be required, agree that Delegated Authority be granted to the Town Clerk in consultation with the Chair and Deputy Chair, to consider the final wording of the revised terms of reference, for recommendation to Court of Common Council

Main Report

Background

1. The Court of Common Council considers and re-appoints committees to discharge its various responsibilities on an annual basis each April.

2. In anticipation of this, each Grand Committee (i.e. a committee directly appointed by the Court of Common Council) is, invited to consider whether its own terms of reference sufficiently capture and reflect the work of their relevant work areas.
3. Typically, this annual review provides an opportunity for officers and Members to suggest any administrative amendments (such as the updates of names of any Departments, or Committees) alongside any more substantial revisions that are considered necessary to facilitate strategic change.

Current Position

4. The Committee's existing Terms of Reference document is set out at Appendix 1. Given work undertaken during the past year in reviewing and changes its terms of reference as part of this, no changes are being proposed at this time; it is, however for the Committee to consider and decide whether or not any amendments are required.

Proposals

5. No changes are known to be required at this time. If this is agreed, no further action will be taken and the terms of reference will go forward to Court of Common Council for the annual re-appointment of Committee in April. Should Members consider they changes and updates are necessary, caution should be exercised in attempting to draft and agree wording on the meeting; it is therefore recommended that officers be instructed to draft any proposed amendments and seek the necessary approval of these under delegated authority procedure in advance of submission to Court of Common Council.

Corporate & Strategic Implications

- **Strategic implications** – Any changes should facilitate efficiencies in the delivery of the City of London Corporation Strategy.
- **Financial and Resource implications** – None, providing no changes are required. Financial and Resource Implications will need to be considered should the Committee seek to make amendments.
- **Legal implications** – any changes proposed will change internal organisational administrative procedures at the City of London Corporation.
- **Risk implications** – None, providing no changes are required. Risk Implications will need to be considered should the Committee seek to make amendments.
- **Equalities implications** – Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to advance equality of opportunity between people who share a protected characteristic and to take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people and encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low. The proposals contained in this report do not have any potential negative impact on a particular group of people based on their protected characteristics.

- **Climate implications** - The proposals included in this paper do not carry any significant implications for the Climate Action programme.
- **Security implications** – None

Conclusion

6. It is recommended that Policy and Resources Committee consider its terms of reference and decides whether the document accurately reflects the nature of its work and that the document suitably reflects its various functions and duties working in support of the overall aims of the City Corporation.

Appendices

- Appendix 1 – 2023/24 Policy and Resources Committee (Terms of Reference as agreed by Court of Common Council 20 July 2023)

Chris Rumbles

E: christopher.rumbles@cityoflondon.gov.uk

