

Committee(s) Homelessness and Rough Sleeping Sub Committee – For Recommendation Community and Children’s Services Committee – For Decision	Dated: 04/03/2024 11/03/2024
Subject: Updated 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?	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: The Interim Deputy Town Clerk, Gregory Moore	For Decision
Report author(s): Katie Davies, Governance Officer	

Summary

This report calls for an update of the Sub Committee’s own Terms of Reference, for recommendation to the Community and Children’s Services (CCS) Committee for final approval. This update focuses on External Membership and frequency of meetings.

The CCS Committee deferred the approval of this update at the 1 November 2023 meeting.

The revised update includes clarifications sought by the CCS Committee and a refresh on the profile of the Terms of Reference.

Recommendation(s)

Members are invited to:

- Approve, subject to any comments, the increased number of co-opted external members from two to three and removal of the vacant City of London Police Authority Board (CoL PAB) membership as set out in the updated terms of reference of the Sub Committee (**Appendix 1**);
- Approve, subject to any comments, the decreased number of meetings per year as set out in the updated terms of reference of the Sub Committee (**Appendix 1**); and
- Approve, subject to any comments, the Schedule detailing the Appointments, Member Scheme, and Annual Plan (**Appendix 2**).

Main Report

1. As part of the implementation of the 2011 Governance Review, it was agreed that all Sub Committees of Grand Committees of the Court of Common Council review their Terms of Reference on an annual basis.
2. In accordance with Standing Order 27.1(a), a Sub Committee may at any time alter the membership of a Sub Committee set up by them.
3. At the 4 October 2023 HRS meeting, the Sub Committee agreed to recommend the revised Terms of Reference to CCS for approval.
4. At the 1 November 2023 CCS meeting, the Grand Committee deferred approval seeking clarification on the appointment process and person specification of external members.
5. In response to the CCS Committee's comments, the revised Terms of Reference also clarifies the Sub Committee's monitoring of outcomes and collection of data.
6. To streamline the Constitution and Terms of Reference, a new profile was drafted with the addition of a Schedule detailing the Appointments, Member Scheme, and Annual Plan. The Schedule allows for more details, explanations, and flexibility as it is set, reviewed, and altered by the Sub Committee (**Appendix 2**).

Proposals

7. The Grand Committee is therefore requested to consider the following:
8. Increase the number of co-opted external members from two to three;
9. Actively recruit people who are currently working in or have recent experience of homelessness and people at risk of becoming homeless, i.e. those living in precarious/temporary accommodation, with one appointment to a person from the interfaith community. The Person Specification to be used in the recruitment posting is herewith as **Appendix 3**.
10. In the first instance, to offer two two-year terms, and one three-year term;
11. Reduce the two places currently allocated to the CoL PAB to one, but grant the CoL PAB the opportunity to fill one of the external members appointments in the first instance; and
12. Reduce the frequency of meetings from five to four times per annum, to better align with the most recent and up-to-date data and reports.

Conclusion

13. The Committee is requested to approve, subject to any comments, the Homelessness and Rough Sleeping Terms of Reference and Schedule.

Appendices

Appendix 1 – Updated Terms of Reference

Appendix 2 - Schedule

Appendix 3 – External Member Person Specification

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