

<b>Committee(s):</b> Finance Committee	<b>Dated:</b> 9 April 2024
<b>Subject:</b> Project and Procurement Sub-Committee Composition	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3, 8, 10
<b>Does this proposal require extra revenue and/or capital spending?</b>	N/A
<b>If so, how much?</b>	
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	
<b>Report of:</b> Town Clerk	
<b>Report author:</b> Ben Dunleavy	<b>For Discussion</b>

### **Summary**

The Finance Committee is the parent committee of the Projects and Procurement Sub-Committee following a decision of the Court in July 2023. It was agreed at that time that the composition of the Projects and Procurement Committee should remain the same as in its previous incarnation as the Operational Property and Projects Sub-Committee until the reappointment of sub-committees in May 2024.

This report seeks Member's input on a proposed new composition for the Sub-Committee, as well as on the schedule of meetings and the remit of the

### **Recommendations:**

Members are asked to:

1. Provide feedback on the proposed revisions to the composition of the Projects and Procurement Sub-Committee.
2. Consider the frequency and timings of Sub-Committee meetings.

## **Main Report**

### **Background**

1. In July 2023, in response to an independent review into project-related Member governance commissioned by the Policy and Resources Committee in March 2023, the Court of Common Council agreed several proposals for a revised committee governance structure. These proposals included a change to the name, terms of reference and reporting lines of the then Operational Property and Projects Sub-Committee, and subsequent changes to the Finance Committee's terms of reference. Given the implications of project management and sight of procurement, it was agreed that the Sub-Committee should report to the Finance Committee only, and it was renamed the Projects and Procurement Sub-Committee. The Resource Allocation Sub-Committee was made responsible for the operational property portfolio.
2. The Finance Committee noted these changes at its September meeting. The Committee endorsed proposals that the composition of the Projects and Procurement Sub-Committee should remain the same, including its Chair, until the reappointment of Sub-Committees at the start of the next civic year. This continuity was to ensure a smooth transition during a significant time of change in the City Corporation's project management approach.
3. The Committee also endorsed a suggestion that the Sub-Committee, when reappointed in 2024, should be reduced in size. It was felt that a membership of eight would be effective, and that this should include representation from those committees responsible for the largest procuring departments.

### **Current position**

4. Following review, officers have identified the Community and Children's Services Committee, the Digital Services Committee, the Police Authority Board and the Port Health and Environmental Services Committee as the Committees responsible for the largest procuring departments.
5. The largest procuring departments are likely to fluctuate over time. Accordingly, Members may wish to consider what mechanisms should be used to determine whether this allocation of sub-committee membership remains accurate. The sub-committee will be re-appointed annually, which would provide a chance for the representation to be assessed.
6. The Sub-Committee is also responsible for the oversight of projects, and so its composition will also need to be able to reflect this area. One suggested mechanism to aid this would be to include representatives which the Committee can appoint from its own membership or the wider Court, on the basis of skill sets.
7. Members may also wish to consider the frequency and scheduling of the Sub-Committee's meetings; in recent months they have fallen the week before the Finance Committee, making it impractical to submit the draft minutes for information on the Finance Committee's agenda. A revised timetable may allow for better transmission of this information from the Sb-Committee to its parent Committee.

8. Members will be aware that the Commercial team is about to begin a review of the City Corporation's procurement. Depending on the outcomes from this piece of work, there may be further suggested revisions to the Sub-Committee's terms of reference in due course.

### **Proposal**

9. Members are invited to consider whether the composition of the Sub-Committee (for the 2024/25 civic year) should be changed as set out at Appendix 1. A final report will be submitted to the May meeting of the Finance Committee to appoint the Sub-Committee with the new composition, and Members will have an opportunity at that meeting to express their interest in serving on the Sub-Committee.
10. The position of Chair and Deputy Chair of the Sub-Committee are subject to Standing Order 27.2. Both must be Members of the Finance Committee. An exception to this Standing Order must be approved by the Policy and Resources Committee. The quorum of the Sub-Committee to be three Members, as set out in Standing Order 27.5.

### **Conclusion**

11. Having continued for several months with a 'continuity' composition, it is recommended that the membership of the Projects and Procurement Sub-Committee be reduced and composed of representatives from the Committees responsible for the largest procuring departments.

### Appendices

Appendix 1 – Proposed Composition of the Projects and Procurement Sub-Committee 2024/25

### Background paper

[Independent Review of Member-related Project Governance](#) – Court of Common Council – 20 July 2023

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