

<b>Committee(s)</b>	<b>Dated:</b>
Policy & Resources Committee	9 May 2024
<b>Subject:</b> Appointments to Sub-Committees, Boards and Representatives on other Committees	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Statutory Requirement
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> The Town Clerk & Chief Executive	<b>For Decision</b>
<b>Report author:</b> Polly Dunn, Assistant Town Clerk	

### Summary

The appointment, composition and terms of reference of the Policy & Resources Committee's sub-committees are considered annually, together with the appointment of its representatives on other City Corporation Committees. The opportunity is also taken to review the frequency of the Committee's meetings.

Following the various approvals undertaken by this Committee and the Court of Common Council, Policy & Resources Committee will have following sub-committees:-

- a) Resource Allocation Sub-Committee;
- b) Communications and Corporate Affairs Sub-Committee;
- c) Civic Affairs Sub-Committee;
- d) Member Development and Standards Sub-Committee;
- e) Capital Buildings Board;
- f) Freedom Applications Sub-Committee;
- g) Equality, Diversity and Inclusion Sub-Committee;
- h) Competitiveness Advisory Board.

The Committee also appoints representatives to serve on a number of other City Corporation committees and sub-committees.

The Committee is responsible for appointing Lead Members for 2024/25 to focus on key subject areas, with these appointments being subject to an advert to all Members of the Court, expressions of interest being sought and an application and selection process being followed. The appointment of Lead Members will be subject to a separate report and is unimpacted by proposals contained forthwith.

For ease of reference, details of the composition and terms of reference of the Committees, Boards and Sub-Committees are set out in the Appendices A-H to this report

together with the details of the list of current representatives (Appendix I) and representatives appointed to on other Committees (Appendix J).

## **Recommendations**

It is recommended that:-

1. Consideration be given to the appointment, composition and terms of reference of the following sub-committees for the ensuing year:-
  - Resource Allocation Sub-Committee;
  - Communications and Corporate Affairs Sub-Committee;
  - Civic Affairs Sub-Committee;
  - Member Development and Standards Sub-Committee;
  - Capital Buildings Board;
  - Freedom Applications Sub-Committee;
  - Equality, Diversity and Inclusion Sub-Committee;
  - Competitiveness Advisory Board.
2. In line with SO27(2), Members endorse the nominated Chair and Deputy Chair of each Sub-Committee, to be put forward at the meeting by the Chairman and Deputy Chairman of the Grand Committee, (not including the Chair of Member Development and Standards Sub-Committee, Chair and Deputy Chair of Resource Allocation Sub-Committee and Deputy Chairman of Civic Affairs Sub-Committee – which are subject to separate arrangements).
3. Members note that, subject to their constitution, action will be taken to advertise any sub-committee vacancies to be filled by other Committees (and/or the Court), if not taken already.
4. Consideration be given to SO27(4) and whether in future years, any vacancies appointed to by the Court of Common Council, should be advertised for more than a one-year term.
5. Members be appointed to represent the Committee on each of the following:-
  - Audit and Risk Management Committee
  - Barbican Centre Board
  - Education Board
  - Local Plans Sub (Planning & Transportation) Committee
  - Economic & Cyber Crime (City of London Police Authority Board) Committee
  - Investment Committee
6. Representatives be appointed for informal consultation with the Court of Aldermen and the Finance Committee on Mayoralty and Shrievalty Allowances (see Appendix I for 2023/24 appointments).

## **Main Report**

### **Background**

1. In April of each year, the Court of Common Council considers the constitution of its various 'Grand' Committees, to which it delegates some of its authority. This is described as the start of the civic year. Thereafter, at first meeting of the civic year of each Grand Committee, Members of said Committee must consider and appoint/reappoint its various Sub-Committees. This includes proposed composition, responsibilities, and frequency of meetings.
2. There are a number of specific areas of the Committee's work which it has historically determined requires greater focus and for which it has created sub-committees. Following considerable changes arising from the Governance Review (2020/21) and subsequent Light Touch Governance Review (2022/23), there has been no recommendations received from Sub-Committees to make any amendments.

### **Current Position**

3. Members should note that the Terms of Reference for the Resource Allocation Sub-Committee (RASC) and Capital Buildings Board (CBB) changed mid-year (July 2023) following a Projects Governance Review. These were agreed by the Committee and by the Court. Appendices A and E are representative of the latest iteration of the approved Terms of Reference.
4. Members of the Policy & Resources Committee should be aware that, as part of this Projects Governance Review, oversight of Projects moved to Finance Committee and so this year it does not feature within the report.
5. As requested by the Committee, a recommendation went to Court in April 2024 as part of the White Paper, to increase the composition of RASC from six Members of Policy & Resources to seven Members. There is, therefore, one additional vacancy to be filled compared to last year.
6. Earlier in the year, your Committee also increased the External Member representation on the Competitiveness Advisory Board. This is part of a separate report to be presented this day.
4. The Chair sits on all the Sub-Committees and, in some instances, is able to nominate an individual to take their place. This ability is specified in the Terms of Reference.
5. To distribute responsibility, on a number of the Sub-Committees "a Deputy Chairman" (i.e. the Deputy Chairman or a Vice-Chairman) has reserved seat. In these instances, the representative is determined by the Chairman in discussion with the Deputy and two Vices. All three deputies will serve on the Resource Allocation and Communication Sub-Committees.
6. Each of the Committee's proposed Sub-Committees and Boards, and the appointments to other committees are considered in turn below. Details of their terms of reference and proposed composition are set out in the Appendices to this report.

### **Resource Allocation Sub-Committee (RASC)**

7. RASC is responsible for determining resource allocation in accordance with the City Corporation's strategies is undertaken on behalf of the Committee by the Resource Allocation Sub-Committee, which also performs the role of a Reference Sub-Committee, in that it considers and makes recommendations on matters referred to it by the Grand Committee. Resource Allocation Sub-Committee is also the reporting and oversight body for the review of operational properties. Its constitution is determined by the Court.
8. The full composition and responsibilities can be found at **Appendix A**.
9. RASC is due to meet bi-monthly (except during recess). It met formally seven times in 2023/24.
10. There are seven vacancies on this Sub-Committee to which the Grand Committee is asked to appoint this day.
11. The Chair shall be the Chairman of Policy & Resources Committee; the Deputy Chair shall be the Chairman of Finance Committee.

### **Communications and Corporate Affairs Sub-Committee (CCASC)**

12. CCASC focusses on all matters relating to the City Corporation's Public Relations, Public Affairs and Communication activities, including any related plans, policies and strategies including oversight of proposals concerning promotion of the City and governance of Sport Engagement (with power to act).
13. The full composition and responsibilities can be found at **Appendix B**.
14. CCASC is due to meet quarterly. It met four times in 2023/24.
15. There are five vacancies on this Sub-Committee to which the Committee is asked to appoint this day.
16. There are four vacancies from the wider Court to be appointed by the Sub-Committee at its first meeting, these will be advertised in due course.
17. The Chair and Deputy Chair will be determined in accordance with Standing Order 27(2).

### **Civic Affairs Sub-Committee (CAS)**

18. CAS's areas of responsibility include: Hospitality, Ceremonials, Outside Bodies, Benefices, Member Privileges and Member Financial Assistance,
19. The full composition and responsibilities can be found at **Appendix C**.
20. CAS is due to meet quarterly. It met four times in 2023/24.
21. There are four vacancies to be filled by this Committee on an annual basis.

22. The Deputy Chair of this Sub-Committee will be the Chief Commoner. The Chair will be determined in line with Standing Order 27(2).
23. There are four further places to be appointed to by Court of Common Council. One term expires in 2026 and is held by Emily Benn. Sophie Fernandes had been appointed for a term ending in 2026 but resigned ahead of the Court of Common Council meeting in April. Therefore, three vacancies were advertised to the Court (one for the balance of a term expiring in 2026, and two for terms expiring in 2025) in anticipation of this meeting. Deputy Charles Edward Lord, Timothy McNally and James St John Davis were duly appointed.

### **Member Development and Standards Sub-Committee (MDSSC)**

24. MDSSC is responsible for Member Learning and Development and Standards.
25. The full composition and responsibilities can be found at **Appendix D**.
26. MDSSC is due to meet quarterly. It met four times in 2023/24.
27. There are **two** vacancies to be filled by this Committee. This is to be supplemented by two nominated Members of the Education Board and two from the Corporate Services Committee.
28. There are two places reserved for the wider Court membership, to be appointed by the Court. these two places were advertised for one-year terms (expiring in 2025) in anticipation of this meeting. Eamonn Mullally and Deputy Nighat Qureishi were duly appointed.
29. The Chair of this Sub-Committee will be the Chief Commoner. The Deputy Chair will be determined in line with Standing Order 27(2).

### **Capital Buildings Board (CBB)**

30. CBB remains responsible for the management and oversight of major capital projects and / or programmes (i.e. those projects with an estimated budget of £100 million or more), together with other such projects which have been referred to it.
31. The full composition and responsibilities can be found at **Appendix E**.
32. CBB met 9 times in 2023/24.
33. The Sub-Committee has **three** vacancies to be filled by the Committee this day.
34. This year there were two vacancies available to wider Court membership, to be appointed by the Court. These two places were advertised for one-year terms (expiring in 2025) in anticipation of this meeting. Deputy Madush Gupta and Philip Woodhouse were duly appointed.
35. The Chair and Deputy Chair will be determined in accordance with Standing Order 27(2).

### **Freedom Applications Sub-Committee (FASC)**

36. FASC is responsible for examining and reporting back on any applications for the Freedom referred to it by the Court of Common Council.
37. The full composition and responsibilities can be found at **Appendix F**.
38. FASC met five times in 2023/24. There is no proposed change in frequency.
39. The Sub-Committee has **one** vacancy to be filled by this Committee.
40. The Chair and Deputy Chair will be determined in accordance with Standing Order 27(2).

### **Equality Diversity and Inclusion Sub-Committee**

41. This sub-committee oversees a number of EDI-related matters including monitoring policies and practices, assessing how the City Corporation tackles prejudice in all forms, Member Diversity and much more.
42. The full composition and responsibilities can be found at **Appendix G**.
43. EDI is due to meet quarterly. It met four times in 2023/24.
44. There are **two** vacancies on this Sub-Committee to which this Grand Committee is asked to appoint.
45. There are two places reserved for the wider Court membership, to be appointed by the Court. these two places were advertised for one-year terms (expiring in 2025) in anticipation of this meeting. Dr Joanna Abeyie and Judith Pleasance were duly appointed.
46. The Chair and Deputy Chair will be determined in accordance with Standing Order 27(2).

### **Competitiveness Advisory Board (CAB)**

47. This working party was established in March 2021 and focuses on questions of competitiveness. In particular, it offers guidance to officers in their delivery of the Corporation's competitiveness strategy and provides expertise and insight to Policy & Resources on the ingredients of global success of UK Financial and Professional Services.
48. The full composition and responsibilities can be found at Appendix H.
49. Appointments to CAB for elected Members are dealt through an expression of interest, assessment and selection process which took place during the course of the last civic year. There are, therefore, currently **no vacancies** to be appointed to directly from the membership of the Policy & Resources Committee.
50. The Chair of the Policy & Resources Committee will act as Chairman and the Chair of the General Purposes Committee of Aldermen will act as Deputy Chairman.

## **Term Length**

51. SO27(4) states that: “In instances where the Court of Common Council has appointment rights to a Sub-Committee, these will be made for terms of up to four years (to be determined by the appointing Committee).”
52. Members may wish to consider whether it would like to apply longer term lengths and/or staggered term lengths for its Sub-Committees from 2025.

## **Appointments to other Committees and Sub-Committees**

53. The Policy & Resources Committee is currently required to appoint representatives to serve on the following Committees, Sub-Committees and Boards:-
  - **Audit and Risk Management Committee** (one representative)
  - **Barbican Centre Board** (one representative)
  - **Education Board** (one representative)
  - **Local Plans Sub (Planning & Transportation) Committee** (one representative)
  - **Mayoralty and Shrievalty Allowances** (one representative, for the purposes of consultation with the Court of Aldermen and representatives of the Finance Committee)
  - **Economic & Cyber Crime Committee of the Police Authority Board** (one representative)
  - **Investment Committee** (two representatives)
  - **Crime and Disorder Scrutiny Committee** (the Chairman and Deputy Chairman or their nominee, to be agreed by the Policy & Resources Committee)
54. It should be noted that, when filling the vacancies referred to above, a ballot will be required where expressions of interest exceed the number of vacancies.
55. Members that are interested in any of the above vacancies but require more information, please write to the clerk.

## **Conclusion**

56. This report sets out various Sub-Committee and membership matters for Members' consideration. Any Members wishing to serve on the sub-committees listed, should issue their expression of interest to the clerk as directed.

## **Appendices**

- A- Resource Allocation Sub-Committee
- B- Communications and Corporate Affairs Sub-Committee;
- C- Civic Affairs Sub-Committee;
- D- Member Development and Standards Sub-Committee;
- E- Capital Buildings Board;
- F- Freedom Applications Sub-Committee;
- G- Equality, Diversity and Inclusion Sub-Committee;
- H- Competitiveness Advisory Board.
- I- 2023/24 Sub-Committee Memberships and Representatives on other Committees.

**Contact:**

Polly Dunn

Email: [polly.dunn@cityoflondon.gov.uk](mailto:polly.dunn@cityoflondon.gov.uk)