

<b>Committee(s):</b> Education Board	<b>Dated:</b> 17 June 2024
<b>Subject:</b> Appointment of Sub-Committees 2024/25	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	N/A
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> The Town Clerk	<b>For Decision</b>
<b>Report author:</b> Jayne Moore, Committee and Member Services Officer	

### Summary

This report outlines the terms of reference and composition of these two Sub Committees: Nominations; and Member Development and Standards.

### Recommendation(s)

That the Education Board,

- Review and approve the proposed terms of reference and composition of the Nominations Sub-Committee; and review the proposed terms of reference and composition of the Member Development and Standards Committee for the 2023/24 municipal year;
- Appoint (or re-appoint) two Members of the Education Board to the Nominations Sub-Committee, at least one of whom will be a Court of Common Council Member, to serve alongside the Chair and Deputy Chair of the Education Board;
- Appoint two Members of the Education Board to the Member Development and Standards Committee.

## **Main Report**

### **Background**

1. The first meeting of each City of London Corporation Committee and Board of each municipal year provides an opportunity to establish any sub-committees that Members consider are necessary for the Board or Committee to carry out its functions.
2. For the 2024-25 period, the Education Board will be appointing to the Nominations Sub-Committee and to the Member Standards and Development Committee.
3. The Nominations Sub Committee usually meets once a year. No meeting dates have yet been agreed for 2024-25.
4. A Member Development Steering Group first agreed its terms of reference in 2003. Following the meeting of the Civic Affairs Sub-Committee on 7<sup>th</sup> October 2022, it was agreed that the group would be revised and renamed to reflect a wider remit and the expansion of membership categories of the Steering Group. Upcoming meeting dates are:
  - Wed. 17 July 2024 at 11am
  - Thur. 24 Oct. 2024 at 11am
  - Thur. 30 Jan. 2025 at 11am

### **Appendices**

Appendix 1 – Terms of Reference of the Nominations Sub (Education Board) Committee  
Appendix 2 – Terms of Reference of the Member Standards and Development Committee

**Jayne Moore**

Town Clerk's Department

**Nominations Sub (Education Board) Committee  
Terms of Reference**

**Constitution**

- Chairman and Deputy Chairman of the Education Board.
- Up to two further Members of the Education Board at least one of whom will be a Court of Common Council Member

**Quorum**

- Any three members.

**Terms of Reference**

- Review the skills audit of the Education Board's membership and identify areas in which the Board would benefit from the addition of expertise;
- Review supporting statements from interested parties who wish to be considered as external members of the Education Board;
- Review the process of advertising, reviewing and shortlisting applications from interested parties who wish to be considered as external members of the Education Board, reporting to the Education Board in due course for approval;
- Make recommendations on the appointment of external candidates to the Education Board;
- Make recommendations to the Education Board on the appointment, where relevant, of Sponsor Trustees to the City of London Academies Trust.

**2023/24 Membership**

Caroline Haines (as Chair)

Naresh Sonpar (as Deputy Chair)

Mary Robey

Ruby Sayed

John Griffiths