

Committee(s): Finance Committee	Dated: 24 September 2024
Subject: Annual Review of Terms of Reference	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	
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: Deputy Town Clerk	
Report author: Ben Dunleavy – Governance and Member Services Manager	For Discussion

Summary

As part of the implementation of the 2021 Governance Review, it was agreed that the cycle and process of annually reviewing the Terms of Reference of all Committees/Boards should be revised, to provide more time for Committees to consider and discuss changes before they are submitted to the Policy and Resources Committee.

This will enable any proposed changes to be considered at the Policy and Resources Committee February 2025, in time for the re-appointment of Committees by the Court of Common Council in April.

Recommendations: Members are asked to:

1. Note the terms of reference of the Finance Committee (Appendix 1) and terms of reference for the Projects and Procurement Sub-Committee (Appendix 2);
2. Consider any changes to the Committee's terms of reference, for onward submission to the Policy and Resources Committee and the Court of Common Council in April 2025.

Ben Dunleavy

Governance and Member Services Manager

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