

<b>Committee(s):</b> Finance Committee	<b>Dated:</b> 12 November 2024
<b>Subject:</b> Annual Review of Terms of Reference – November 2024	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	
<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> Deputy Town Clerk	
<b>Report author:</b> Ben Dunleavy – Governance and Member Services Manager	<b>For Decision</b>

### 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 meeting in February 2025, in time for the re-appointment of Committees by the Court of Common Council in April 2025.

The Finance Committee considered its terms of reference at its meeting on 24 September 2024. While no substantial changes were proposed, the Town Clerk undertook to return with a revised terms of reference including minor amendments. This is attached at Appendix 1, with the amendments underlined.

**Recommendations:** Members are asked to:

1. Approve the revised terms of reference of the Finance Committee (Appendix 1)
2. Consider further any changes to the Committee’s terms of reference, for onward submission to the Policy and Resources Committee in February 2025 and the Court of Common Council in April 2025.

Ben Dunleavy

Governance and Member Services Manager

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