

City of London Corporation Committee Report

Committee(s): Barbican Centre Board	Dated: 20 November 2024
Subject: Annual Review of Terms of Reference	Public report: For Decision
This proposal: <ul style="list-style-type: none">• provides statutory duties• provides business enabling functions	Vibrant Thriving Destination
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of:	Town Clerk and Interim CEO, Barbican Centre
Report author:	John Cater

Summary

This report calls for the annual review of the Board's own Terms of Reference.

No changes are proposed at this time; however, Members may wish to make suggestions and provide feedback to be incorporated and approved either at its next meeting (29 January 2024) or, if uncontentious, by the Town Clerk under Delegated Authority.

Any amendments to Grand Committee terms of reference require the approval of the Policy & Resources Committee and the Court of Common Council.

Recommendation(s)

Members are asked to:

- Consider the Bord Terms of Reference set out at Appendix A and agree whether they sufficiently encapsulate the responsibilities of the Board;
- Consider the Board Composition, also set out at Appendix A, and agree whether the Membership is appropriate for the exercising of these duties; and

- If amendments are required, agree that Delegated Authority be given to the Town Clerk in consultation with the Chair and Deputy Chairs, to consider the final wording of the revised terms of reference, for consideration by the Policy & Resources Committee and Court of Common Council

Main Report

1. The Court of Common Council considers and re-appoints committees/Boards to discharge its various responsibilities on an annual basis each April.
2. In anticipation of this, each Grand Committee (i.e. a committee/Board directly appointed by the Court of Common Council) is, invited to consider whether its own terms of reference sufficiently capture and reflect the work of their relevant work areas.
3. Typically, this annual review provides an opportunity for officers and Members to suggest any administrative amendments (such as the updates of names of any Departments, or Committees/Boards) alongside any more substantial revisions that are considered necessary to facilitate strategic change.

Current Position

4. The Board's Terms of Reference document (also known as the 'Court Order') is set out at Appendix A. The named Membership listed is correct as of July 2024 and should be disregarded for the purpose of this report.
5. No significant changes are proposed at this time, amendments have been made via Tracked Changes in the document which are visible for Members' consideration.
6. If Members feel that updates are necessary, caution should be exercised if attempting to draft wording in the meeting as it can have unintended consequences/implications. Therefore, should the need arise, it is recommended that Officers would be instructed to draft proposed amendments and report back to the Board at its next meeting or, alternatively, via the Delegated Authority arrangements.
7. By bringing this Report to the November meeting of the Board, there is a good amount time to ensure any amendments are settled for the Court of Common Council to re-appoint its Committees/Boards in April.

Options

8. Members have two options:
 - a) To determine that no changes are required; or
 - b) Endorse the revisions marked up and/or make further proposals which can be discussed and approved at the Board or via Delegated Authority.

Corporate & Strategic Implications

- **Strategic implications** – Any changes should facilitate efficiencies in the delivery of the City of London Corporation Strategy.
- **Financial and Resource implications** – None, providing no additional changes are required. Financial and Resource Implications will need to be considered should the Board seek to make amendments of this nature.
- **Legal implications** – any changes proposed will change internal organisational administrative procedures at the City of London Corporation.
- **Risk implications** – None, providing no changes are required. Risk Implications will need to be considered should the Board seek to make amendments.
- **Equalities implications** – Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to advance equality of opportunity between people who share a protected characteristic and to take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people and encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low. The proposals contained in this report do not have any potential negative impact on a particular group of people based on their protected characteristics.
- **Climate implications** - The proposals included in this paper do not carry any significant implications for the Climate Action programme.
- **Security implications** – None

Conclusion

9. It is recommended that this Board consider its terms of reference and decide whether the document accurately reflects the nature of its work and suitably supports the City Corporation in the exercising of its various duties.

Appendices

- Appendix A – 2024/25 Barbican Centre Board Court Order (Terms of Reference)

John Cater

Committee Clerk

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