

<b>Committee:</b> Epping Forest & Commons Committee	<b>Date:</b> 28 November 2024
<b>Subject:</b> Annual Review of Terms of Reference	Public
<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>	N
<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> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Callum Southern, Town Clerk's Department	

### 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 is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council.

Following approval at the Epping Forest & Commons Committee, the terms of reference are attached as an appendix to this report for Members' consideration.

### Recommendations

It is recommended that:

- The terms of reference of the Epping Forest & Commons Committee, subject to any comments, be approved for submission to the Court of Common Council in April, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman;
- Members consider whether any change is required to the frequency of the Board's meetings.

### Appendices

- Appendix 1 – Terms of Reference

### Callum Southern

Governance Officer

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