

Committee(s)	Dated:
Civic Affairs Sub-Committee	29 January 2025
Subject: Terms of Reference and Frequency of Meetings: Annual Review	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: Town Clerk	For Decision
Report author: Chris Rumbles – Town Clerk's Department	

Summary

An annual review of the Sub-Committee's Terms of Reference enables any proposed changes to be considered in time for the annual re-appointment, composition and Terms of Reference of Sub-Committees review undertaken by Policy and Resources Committee.

This annual review also affords Members an opportunity to review the frequency of a Committee's meetings and determine whether the frequency remains appropriate or requires any adjustment.

Recommendations

It is recommended that:

- The terms of reference of the Sub-Committee be endorsed, subject to any comments thereon, for onward submission to Policy and Resources Committee.
- Members to consider whether any change are required to the frequency of the Committee's meetings.

Appendices

- Appendix 1 – Terms of Reference

Contact:

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