

City of London Corporation Committee Report

Committee(s): Policy and Resources Committee – For Decision	Date: 13/02/2025
Subject: Committee Terms of Reference	Public report: For Decision
This proposal:	Supports all Corporate Plan outcomes
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 Chief Executive
Report author:	Chris Rumbles

Summary

Policy and Resources Committee is responsible for overseeing the annual review of proposed changes to all Grand Committee Terms of Reference, for onward consideration by the Court of Common Council.

This report presents a summary of proposed changes brought forward by various Committee’s in respect of their terms of reference, and a recommendation of officers on whether these can be adopted in line with existing governance arrangements.

Detail of proposed changes to Terms of Reference are set out within the appendices, with the case for these change(s) outlined within this cover report.

This report also notes where ongoing discussions are continuing with respect to specific Committees, and seeks Delegated Authority for these to be considered ahead of Court in April 2025.

Recommendation(s)

Members are asked to:

- 1) consider and approve the revised terms of reference as proposed in Table 1 and appended to this report;
- 2) Note that consultation on amendments to the terms of reference of Policy and Resources Committee, Investment Committee, Culture Heritage and Libraries Committee, City Bridge Foundation, Health and Wellbeing Board, Police Authority Board and Digital Services Committee are still ongoing; and
- 3) Agree to Delegate Authority to the Town Clerk in consultation with the Chairman and Deputy Chairman to consider and approve any subsequent changes to Committee Terms of Reference that may be required ahead of the April 2025 Court of Common Council meeting.
- 4) Authorise the Town Clerk to make factual amendments to Terms of Reference (such as the correction of job titles, committee names etc.) required ahead of presentation to the April 2025 Court meeting.

Main Report

Background

1. The Court of Common Council considers and appoints/reappoints its Grand Committees on an annual basis each April through the "White Paper". This process provides an opportunity for the Court to implement any revisions to the responsibilities assigned to these Grand Committees.
2. All Committees are required to review their terms of reference on an annual basis to identify any routine changes that may be needed in order to better reflect and discharge their various responsibilities. Whilst these committees may then make suggested changes to their own terms of reference, the Policy and Resources Committee is responsible for overseeing the City Corporation's governance arrangements, ultimately making any final recommendations to the Court on this basis.
3. Any changes agreed today and / or any further changes that may be agreed under delegated authority, will feature as part of the annual White Paper that will go forward to Court of Common Council on Friday 25th April 2025. Where no changes are being proposed to a Committees' terms of reference, these will also go forward as unchanged and feature as part of the White Paper.
4. Over the course of recent years, the Court of Common Council has overseen considerable changes to Committee Terms of Reference following the Governance Review and with further significant changes being made at the requests of Members, as part of the 'Light Touch' Governance Review. This has allowed an opportunity for all Grand Committee terms of reference to be brought up to date.

Current Position

5. The Table below provides detail on those Grand Committees where a change to their Terms of Reference has been proposed, with a summary of the proposed change. Also included in the table is detail of those Grand Committees where their terms of reference are yet to be considered and may still be subject to proposed changes coming forward.
6. For those Grand Committee's that are yet to consider and agree their terms of reference, delegated authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, is being requested to allow for any proposed changes to Committee Terms of reference that may come forward to be considered and approved ahead of the April 2025 Court meeting.
7. In reviewing the Terms of Reference attached, please disregard any named Members that may be out of date. These will be corrected in the usual fashion. Focus should be on any changes proposed to the Composition, Quorum and Responsibilities.

Committee	Summary of Changes Proposed	Recommended Action for Policy and Resources Committee
Hampstead Heath, Highgate Wood & Queen's Park Committee	Removal of the word 'joint' in 'Highgate Wood Joint Consultative Committee' and Queen's Park Joint Consultative Committee, as well as a change of 'Committee' to 'Group' in 'Highgate Wood Joint Consultative Committee'.	To agree as appended (Appendix A)
Epping Forest & Commons Committee	Clarification of the Committee's responsibility not only being from Natural Environment Board, but with it ' <u>having regard to the overall policy laid down by the Court of Common Council or by other Committees exercising its functions and responsibilities under authorised delegations</u> ' as defined.	To agree as appended (Appendix B)
Community and Children's Services Committee	Change to name of Safeguarding Sub-Committee to include Safeguarding & <u>Special Education Needs</u> Sub Committee	To agree as appended (Appendix C)
Barbican Centre Board	Barbican Centre Board have agreed a change to their terms of reference that the Board 'shall elect a Deputy Chair from the Members'. Also, appointment of the Chief Executive, removing 'final decision being delegated to the Town Clerk.	To agree as appended (Appendix D)

Culture Heritage and Libraries Committee	Culture Heritage and Libraries Committee are due to consider and approve their terms of reference and these may be subject to changes being proposed.	Any changes proposed are to be considered and approved under delegated authority.
City Bridge Foundation	City Bridge Foundation are still due to consider and approve their Terms of reference and these may still be subject to changes being proposed.	Any changes proposed are to be considered and approved under delegated authority.
Health and Wellbeing Board	Health and Wellbeing Board are due to consider and approve their terms of reference and these may be subject to changes being proposed.	Any changes proposed are to be considered and approved under delegated authority.
Police Authority Board	Police Authority Board are due to consider and approve their terms of reference and these may be subject to changes being proposed.	Any changes proposed are to be considered and approved under delegated authority.
Digital Services Committee	Digital Services Committee are due to consider and approve their terms of reference under delegated authority. An amendment has been proposed to the codifying of current practice at DCS, relating to the reporting of data breaches.	Changes to be considered and approved under delegated authority.
Policy and Resources Committee	Proposed changes relating to the relationship between the Resource Allocation Sub-Committee and the Investment Committee, with subsequent impact on the Policy and Resources Committee's terms of reference, are due to be considered by the Investment Committee	Any proposed changes to be considered and approved under delegated authority.
Investment Committee	Proposed changes relating to Investment Committee's Terms of Reference are due to be considered by the Investment Committee	Any changes to be considered and approved under delegated authority.

Proposals and Options

It is for Members to consider and decide on the proposed changes to terms of reference and whether to put these forward for recommendation to Court of Common Council in April 2025.

Corporate & Strategic Implications

Strategic implications

One of the purposes of the annual review of terms of reference, is to help ensure that the City Corporation has in place the best governance structures to deliver against the Corporate Plan alongside any statutory and / or charitable obligations.

Financial implications

None

Resource implications

None

Legal implications

None

Risk implications

None

Equalities implications

All public bodies have a duty to ensure that when exercising their functions they have due regard to the need of 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 within 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

8. The Committee is asked to consider the proposed amendments to Terms of Reference and Constitutions set out above/appended, as requested by various committees. Those which are approved will be submitted to the Court of Common Council in April for final approval.

Appendices

Appendix A – Hampstead Heath, Highgate Wood & Queen’s Park Committee terms of reference

Appendix B - Epping Forest & Commons Committee Terms of reference

Appendix C – Children’s and Community Services Committee

Appendix D - Barbican Centre Board

Background Papers

None.

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