

City of London Corporation Committee Report

Committee(s): Policy and Resources Committee – For decision	Dated: 08/05/2025
Subject: Appointments to Sub-Committees, Boards and Representatives on other Committees	Public report: For Decision
This proposal: <ul style="list-style-type: none">• Delivers Corporate Plan 2024-29 outcomes	Providing Excellent Services / Corporate Governance / Statutory Requirement
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: The Town Clerk and Chief Executive	Ian Thomas CBE
Report author: Assistant Town Clerk and Executive Director of Governance and Member Services	Polly Dunn

Summary

The appointment, composition and terms of reference of the Policy and Resources Committee's sub-committees are considered annually, together with the appointment of its representatives on other City Corporation Committees. The opportunity is also taken to review the frequency of the Committee's meetings.

Following the various approvals undertaken by this Committee and the Court of Common Council, Policy & Resources Committee has the following sub-committees:-

- a) Resource Allocation Sub-Committee;
- b) Communications and Corporate Affairs Sub-Committee;
- c) Civic Affairs Sub-Committee;
- d) Member Development and Standards Sub-Committee;
- e) Capital Buildings Board;
- f) Freedom Applications Sub-Committee;
- g) Equality, Diversity and Inclusion Sub-Committee;

- h) Competitiveness Advisory Board.
- i) Destination Advisory Board

The Committee also appoints representatives to serve on a number of other City Corporation committees and sub-committees.

In line with SO26 (2), the Chair of a Sub-Committee is to be elected from and by the membership of the Appointing Committee unless otherwise prescribed within that Sub-Committee's constitution (Member Development and Standards Sub-Committee, Resource Allocation Sub-Committee and Competitiveness Advisory Board – which are subject to separate arrangements). Terms of reference have been amended accordingly to reflect this change in Standing Orders where appointment of the Chair had previously been subject to the Chair's nomination.

In line with SO26 (6), the role of Deputy Chair of a Sub-Committee is to be determined from and by the membership of the Sub-Committee unless otherwise prescribed within that Sub-Committee's constitution (Resource Allocation Sub-Committee, Civic Affairs Sub-Committee and Competitiveness Advisory Board – which are subject to separate arrangements).

For ease of reference, details of the composition and terms of reference of the Committees, Boards and Sub-Committees are set out in Appendices A-H to this report together with the details of the list of current representatives (Appendix I) and representatives appointed to other Committees (Appendix J).

The Committee is responsible for appointing Lead Members for 2025/26 to focus on key subject areas, with these appointments being subject to an advert to all Members of the Court, expressions of interest being sought and an application and selection process being followed. The appointment of Lead Members will be subject to a separate report and is unimpacted by proposals contained within this report.

Recommendation(s)

It is recommended that:-

1. Consideration be given to the appointment, composition and terms of reference of the following sub-committees for the ensuing year:-
 - Resource Allocation Sub-Committee;
 - Communications and Corporate Affairs Sub-Committee;
 - Civic Affairs Sub-Committee;
 - Member Development and Standards Sub-Committee;
 - Capital Buildings Board;
 - Freedom Applications Sub-Committee;
 - Equality, Diversity and Inclusion Sub-Committee;
 - Competitiveness Advisory Board;
 - Destination Advisory Board.

2. In line with SO26 (2), to Elect a Chair for the following sub-committees for the ensuing year:-
 - Communications and Corporate Affairs Sub-Committee;
 - Civic Affairs Sub-Committee;
 - Capital Buildings Board;
 - Freedom Applications Sub-Committee
 - Equality, Diversity and Inclusion Sub-Committee.
3. Members note that subject to their constitution, action will be taken to advertise any sub-committee vacancies to be filled by other Committees.
4. Consideration be given to SO26(13) and whether in future years, vacancies appointed to by the Court of Common Council, should be advertised for terms of up to four years (to be determined by the Appointing Committee).
5. The Committee also appoints representatives to serve on a number of other City Corporation committees and sub-committees for the ensuing year, as follows: -
 - Audit and Risk Management Committee
 - Barbican Centre Board
 - Education Board
 - Local Plans Sub (Planning & Transportation) Committee
 - Economic & Cyber Crime (City of London Police Authority Board) Committee
 - Investment Committee
6. Representative to be appointed for informal consultation with the Court of Aldermen and Finance Committee on Mayoralty and Shrievalty Allowances (See appendix I for 2024/25 appointments)

Main Report

Background

1. In April of each year, the Court of Common Council considers the constitution of its various 'Grand' Committees, to which it delegates some of its authority. This is described as the start of the civic year. Thereafter, at the first meeting in the civic year of each Grand Committee, Members of said Committee must consider and appoint / reappoint to its various Sub-Committees. This includes the proposed composition, responsibilities and frequency of meetings.
2. There are a number of specific areas of the Committee's work which it has historically determined requires greater focus and for which it has created sub-committees. This report sets out the proposed composition, responsibilities and frequency of meetings for the various sub-committees.

Current Position

3. There are a number of specific areas of Policy and Resources Committee's work which require a greater level of focus and for which it has created sub-committees, namely:-
 - Resource Allocation Sub-Committee;
 - Communications and Corporate Affairs Sub-Committee;
 - Civic Affairs Sub-Committee;
 - Member Development and Standards Sub-Committee;
 - Capital Buildings Board;
 - Freedom Applications Sub-Committee;
 - Equality, Diversity and Inclusion Sub-Committee;
 - Competitiveness Advisory Board.
4. The Chair sits on all the Sub-Committees and, in some instances, is able to nominate an individual to take their place. This ability is specified in the Terms of Reference.
5. To distribute responsibility, on a number of the Sub-Committees "a Deputy Chairman" (i.e. the Deputy Chairman or a Vice-Chairman) has a reserved seat. In these instances, the representative is determined by the Chairman in discussion with the Deputy and two Vices. All three deputies will serve on the Resource Allocation and Communications and Corporate Affairs Sub-Committees.
6. Each of the Committee's proposed sub-committees and Boards, and the appointments to other committees are set out for consideration in turn below.

Resource Allocation Sub-Committee (RASC)

7. Determining resource allocation in accordance with the City Corporation's strategies is undertaken on behalf of the Committee by RASC. RASC also performs the role of a Reference Sub-Committee, in that it considers and makes recommendations on matters referred to it by the Grand Committee. Resource Allocation Sub-Committee is also the reporting and oversight body for the review of operational properties. Its constitution is determined by the Court.
8. Resource Allocation Sub-Committee's terms of reference have been amended to reflect a change to governance for asset allocation that has been included within Investment Committee's terms of reference so that the Committee informs a decision made by the Policy and Resources Committee rather than Resource Allocation Sub-Committee.
9. The full composition and responsibilities can be found at **Appendix A**.
10. RASC is due to meet bi-monthly (except during recess). It met formally seven times in 2024/25.
11. There are **seven** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint this day.

12. The Chair shall be the Chair of Policy & Resources Committee; the Deputy Chair shall be the Chair of Finance Committee.

Communications and Corporate Affairs Sub-Committee (CCASC)

13. CCASC focusses on all matters relating to the City Corporation's Public Relations, Public Affairs and Communication activities, including any related plans, policies and strategies including oversight of proposals concerning promotion of the City and governance of Sport Engagement (with power to act).
14. The full composition and responsibilities can be found at **Appendix B**.
15. CCASC is due to meet quarterly in 2025/26. It met four times in 2024/25.
16. There are **five** vacancies on this Sub-Committee to which the Committee is asked to appoint this day.
17. There are four Members of the Court of Common Council, co-opted by the Sub-Committee, with these places to be advertised and appointed to in due course.
18. The Chair and Deputy Chair will be determined in accordance with Standing Orders 26 (2) and 26 (6).

Civic Affairs Sub-Committee (CASC)

19. CASC's areas of responsibility include: Hospitality, Ceremonials, Outside Bodies, Benefices, Member Privileges and Member Financial Assistance,
20. The full composition and responsibilities can be found at **Appendix C**.
21. CASC is due to meet quarterly in 2025/26. It met four times in 2024/25.
22. There are **four** vacancies to be filled by this Committee on an annual basis.
23. There are a further four places appointed by Court of Common Council. There are two terms expiring in 2026 held by Emily Benn and James St John Davis and two terms expiring in 2028 held by Edward Lord and Timothy McNally.
24. The Deputy Chair of the Sub-Committee will be the Chief Commoner. The Chair will be determined in line with Standing Order 26 (2).

Member Development and Standards Sub-Committee (MDSSC)

25. MDSSC is responsible for Member Learning and Development and Standards.
26. The full composition and responsibilities can be found at **Appendix D**.
27. MDSSC is due to meet quarterly. It met four times in 2024/25.

28. There are **two** vacancies to be filled by this Committee. This is to be supplemented by two nominated Members of the Education Board and two from the Corporate Services Committee.
29. There are two places reserved for the wider Court membership expiring in 2025, to be appointed by the Court. These two places had previously been held by Nighat Qureishi and Eamon Mullaly. In anticipation of this meeting, two places were advertised and Timothy McNally and Sandra Jenner were duly appointed.
30. The Chair of this Sub-Committee will be the Chief Commoner. The Deputy Chair will be determined in line with Standing Order 26 (6).

Capital Buildings Board (CBB)

31. CBB remains responsible for the management and oversight of major capital projects and / or programmes (i.e. those projects with an estimated budget of £100 million or more), together with other such projects which have been referred to it.
32. The full composition and responsibilities can be found at **Appendix E**.
33. CBB met eight times in 2024/25. There is no proposed change in frequency of meetings.
34. The Sub-Committee has **three** vacancies to be filled by the Committee this day.
35. There are a further five places appointed by Court of Common Council. Two terms expiring in 2026 are held by Oliver Sells and Alistair Moss. Three terms were due to expire in 2025 for Deputy Madush Gupta, Charles Edward Lord OBE JP and Philip Woodhouse. In anticipation of this meeting Deputy Madush Gupta and Charles Edward Lord OBE JP were duly appointed into two places. The remaining Court vacancy will be re-advertised and be appointed to in due course.
36. The Chair and Deputy Chair will be determined in accordance with Standing Orders 26 (2) and 26 (6).

Freedom Applications Sub-Committee (FASC)

37. FASC is responsible for examining and reporting back on any applications for the Freedom referred to it by the Court of Common Council.
38. The full composition and responsibilities can be found at **Appendix F**.
39. FASC met four times in 2024/25. There is no proposed change in frequency.
40. The Sub-Committee has **one** vacancy to be filled by this Committee.
41. The Chair and Deputy Chair will be determined in accordance with Standing Orders 26 (2) and 26 (6).

Equality, Diversity & Inclusion Sub-Committee

42. EDI sub-committee oversees a number of EDI-related matters including monitoring policies and practices, assessing how the City Corporation tackles prejudice in all forms, Member Diversity and much more.
43. The full composition and responsibilities can be found at **Appendix G**.
44. EDI is due to meet quarterly. It met four times in 2024/25.
45. There are **two** vacancies on this Sub-Committee to which this Grand Committee is asked to appoint.
46. There are two places reserved for the wider Court membership, to be appointed by the Court. These two places will be advertised further and appointed to in due course.
47. The Chair and Deputy Chair will be determined in accordance with Standing Orders 26 (2) and 26 (6).

Competitiveness Advisory Board (CAB)

48. This working party was established in March 2021 and focuses on questions of competitiveness. In particular, it offers guidance to officers in their delivery of the Corporation's competitiveness strategy and provides expertise and insight to Policy & Resources on the ingredients of global success of UK Financial and Professional Services.
49. The full composition and responsibilities can be found at **Appendix H**.
50. Appointments to CAB for elected Members were dealt with through an expression of interest, assessment and selection process which took place during the course of the last civic year. There are, therefore, currently **no vacancies** to be appointed to directly from the membership of the Policy & Resources Committee.
51. The Chair of the Policy & Resources Committee will act as Chair and the Chair of the General Purposes Committee of Aldermen will act as Deputy Chair.

Destination Advisory Board (DAB)

52. The purpose of Destination Advisory Board is to lead the implementation of the growth strategy for the Square Mile as a destination.
53. The full composition and responsibilities can be found at **Appendix I**.
54. Appointments to the Board will be through an expression of interest, assessment and selection process.
55. The Chair of Policy and Resources Committee will Chair the Board.

Term Lengths

56. SO26(13) states that: "In instances where the Court of Common Council has appointment rights to a Sub-Committee, these will be made for terms of up to four years (to be determined by the appointing Committee)."

57. Members may wish to consider whether it would like to apply longer term lengths and/or staggered term lengths for its Sub-Committees from 2025.

Appointments to other Committees and Sub-Committees

58. The Policy & Resources Committee is currently required to appoint representatives to serve on the following Committees, Sub-Committees and Boards:-

- **Audit and Risk Management Committee** (one representative)
- **Barbican Centre Board** (one representative)
- **Education Board** (one representative)
- **Local Plans Sub (Planning & Transportation) Committee** (one representative)
- **Mayoralty and Shrievalty Allowances** (one representative, for the purposes of consultation with the Court of Aldermen and representatives of the Finance Committee)
- **Economic & Cyber Crime Committee of the Police Authority Board** (one representative)
- **Investment Committee** (two representatives)

59. It should be noted that, when filling the vacancies referred to above, a ballot will be required where expressions of interest exceed the number of vacancies.

60. Members that are interested in any of the above vacancies but require more information, please write to the clerk.

Conclusion

61. This report sets out various Sub-Committee and membership matters for Members' consideration. Any Members wishing to serve on the committees and sub-committees listed, should issue their expression of interest to the clerk as directed.

Appendices

- A- Resource Allocation Sub-Committee
- B- Communications and Corporate Affairs Sub-Committee;
- C- Civic Affairs Sub-Committee;
- D- Member Development and Standards Sub-Committee;
- E- Capital Buildings Board;
- F- Freedom Applications Sub-Committee;
- G- Equality, Diversity and Inclusion Sub-Committee;
- H- Competitiveness Advisory Board.
- I- Destination Advisory Board

J- 2023/24 Sub-Committee Memberships and Representatives on other Committees.

Polly Dunn

Assistant Town Clerk and Executive Director of Governance and Member Services