

City of London Corporation Committee Report

Committee(s): Community & Children's Services Committee	Dated: 19 th June 2025
Subject: Terms of Reference of the Housing Management and Almshouses Sub-Committee & Other Appointments	Public report: For Decision
This proposal: <ul style="list-style-type: none">• provides statutory duties• provides business enabling functions	N/A
Does this proposal require extra revenue and/or capital spending?	N/A
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
Report author:	Blair Stringman, Governance Officer

Summary

This report seeks approval to amend the Terms of Reference of the Housing Management and Almshouses Sub-Committee to allow for the inclusion of one additional Member. It also invites Members to make appointments to other vacancies that have arisen on the Committee's various Sub-Committees since the last meeting of the Community and Children's Services Committee in April.

Recommendation(s)

Members are asked to:

- Approve the additional allocation for including one additional Member in the composition and Terms of Reference of the Housing Management and Almshouses Sub Committee, and appoint a Member from the Committee to fill the vacancy, (Appendix 1).

- b) Agree the appointment to co-opt one Member from the Court of Common Council, following advertisement, to The Safeguarding & Special Educational Needs Sub-Committee and;
- c) Agree the appointment of one Member to The Safeguarding & Special Education Needs Sub-Committee from the Committee.
- d) Agree the appointment of one Member to The Homelessness and Rough Sleeping Sub-Committee from the Committee.
- e) Appoint The Chair of the Community & Children's Services Committee, or their representative, to the Health & Wellbeing Board.

Main Report

Background

1. This report seeks approval from Members to amend the composition and Terms of Reference of the Housing Management and Almshouses Sub-Committee to allow for the inclusion of one additional Member, and to appoint a Member from the Committee to fill the resulting vacancy.
2. It also asks Members to agree appointments to fill vacancies on other Sub-Committees of the Community & Children's Services Committee that have arisen since the Committees last meeting, including the Safeguarding & Special Educational Needs Sub-Committee and the Homelessness and Rough Sleeping Sub-Committee.
3. In addition, Members are asked to appoint the Chair of the Community & Children's Services Committee, or their representative, to the Health & Wellbeing Board

Current Position

4. The Community & Children's Services Committee agreed to advertise the remaining vacancy that existed on the Safeguarding & Special Educational Needs Sub-Committee to the wider Court for co-opting a Member and agreed to address any outstanding vacancies at the next committee meeting for appointment.
5. Since the last Committee meeting, vacancies have arisen on various sub-committees due to Member resignations. Additionally, it has been determined appropriate to amend the Terms of Reference of the Housing Management & Almshouses Sub-Committee to allow an additional place due to increased Member interest.
6. Currently the vacancies that are in existent are as follows:
 - a) Housing Management & Almshouses Sub-Committe – X1 Vacancy (If Terms of Reference are agreed)

- b) Safeguarding & Special Educational Needs Sub-Committee – X2 Vacancies
(An additional vacancy has arisen due to a Member resignation which is to be filled by the Committee or agreed to be advertised to the wider Court)
- c) Homelessness & Rough Sleeping Sub-Committee X1 (A vacancy has arisen due to a Member resignation)

Options

7. Option 1 – Approve all proposed appointments and amendments (Recommended)

Members approve the amendment to the Terms of Reference of the Housing Management and Almshouses Sub-Committee to include one additional Member, and make all proposed appointments to fill current vacancies across the Committee's Sub-Committees. This ensures full membership and continuity of work across all areas of responsibility.

8. Option 2 – Approve appointments only, without amending Terms of Reference

Members agree to fill existing vacancies on Sub-Committees but do not approve the proposed amendment to the Housing Management and Almshouses Sub-Committee's Terms of Reference. This would leave one interested Member unable to participate.

9. Option 3 – Defer all appointments and amendments

Members defer decisions on appointments and the Terms of Reference amendment to a future meeting. This would delay the filling of vacancies and may impact the effective functioning of Sub-Committees.

10. Option 4 – Approve appointments selectively

Members approve some of the proposed appointments and/or the Terms of Reference amendment, while deferring others. This allows flexibility but may result in uneven representation and operational delays for some Sub-Committees.

Proposals

- 11. It is recommended to approve Option 1, approving all proposed appointments and the amendment to the Terms of Reference ensures that Sub-Committees are fully constituted and able to function without disruption. This supports continuity of work, strengthens governance capacity, and reflects a proactive approach to maintaining oversight and accountability across all areas of responsibility. The inclusion of an additional Member on the Housing Management and Almshouses Sub-Committee also ensures appropriate representation.

Corporate & Strategic Implications –

Sub-headings

Strategic implications – none.

Financial implications – none.

Resource implications – none.

Legal implications – none.

Risk implications – none.

Equalities implications – none.

Climate implications – none.

Security implications – none.

Conclusion

12. Approving the proposed amendment to the Terms of Reference and making the recommended appointments will ensure that all Sub-Committees of the Community & Children's Services Committee are fully constituted and able to operate effectively. This approach supports continuity, strengthens governance, and reflects a proactive commitment to maintaining oversight and representation across all areas of responsibility.

Appendices

- Appendix 1 – Housing Management & Almshouses Terms of Reference

Blair Stringman

Governance Officer

Town Clerk's Department

E: Blair.Stringman@cityoflondon.gov.uk