

Committee(s)	Dated:
Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee	September 2025
Subject: Decisions taken under delegated authority or urgency procedures	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	See background papers
Does this proposal require extra revenue and/or capital spending?	See background papers
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	For Information
Report author: Raquel Pinto, Governance Officer	

Summary

This report advises Members of action taken by the Town Clerk outside of the Committee's meeting schedule, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and (b).

Recommendation(s)

That Members note the report.

Main Report

Decision Under Standing Order 40(A) Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee – Election of Chair and Deputy Chair (Standing Order 28 and 29).

BACKGROUND:

The Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee was due to meet on the 10th of July, with this being its first meeting since the Court of Common Council approved its Terms of Reference in April 2025.

With this being its first meeting of the civic year, the Committee was due to elect its Chair and Deputy Chair.

However, a quorum was not achieved within ten minutes of the scheduled start of the Committee and as result, in accordance with Standing Order 35 (2), the formal meeting was dissolved. Members present agreed to informally consider the items on the agenda.

As per Standing Order 28 (4) and 29 (4), expressions of interest were sought ahead of this meeting. For the role of Chair, only one expression of interest was received by Deputy Dawn Wright. For the role of Deputy Chair, only one expression of interest was received by Tijs Broeke.

The Members that were present agreed that, given that both the role of Chair and Deputy Chair were unopposed, and that had the meeting been quorate the roles would have been filled, that a decision to ratify the formal appointment to these roles be submitted to the Town Clerk for approval under Standing Order 40 (A), rather than wait until the next meeting.

A draft note of the inquorate meeting was shared which showed Member support for the decisions items to be approved by the Town Clerk in consultation with the Chairman and Deputy Chairman of the Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee.

REASON FOR URGENCY DECISION: This report was presented seeking a decision via urgency procedures as the Fraud and Cyber Crime Reporting and Analysis Service Procurement (FCCRASP) Committee does not meet until the 10th of September 2025. Given that there was no contest for either the role of Chair and Deputy Chair and should further decisions be required under urgency until the Committee meets again in September, approval is therefore being sought in the interest of efficiency should any further urgent decisions be required before the next Committee meeting. The views of all Members of the Committee will be sought via email to confirm the proposed approach is supported, prior to any decision being executed.

As such the Town Clerk, in consultation with the Town Clerk the Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee resolved to:-

- Appoint Deputy Dawn Wright as Chair of the Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee
- Appoint Tijs Broeke as Deputy Chair of the Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee

Conclusion

Copies of background papers concerning these decisions are available from Raquel Pinto on request.

Contact:

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