

# City of London Corporation Committee Report

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| <b>Committee(s):</b><br>Projects and Procurement Sub-Committee                                                                                      | <b>Dated:</b><br>18 November 2025     |
| <b>Subject:</b><br>Annual Review of Composition and Terms of Reference                                                                              | <b>Public report:</b><br>For Decision |
| <b>This proposal:</b> <ul style="list-style-type: none"> <li>• provides statutory duties</li> <li>• provides business enabling functions</li> </ul> |                                       |
| <b>Does this proposal require extra revenue and/or capital spending?</b>                                                                            | No                                    |
| <b>If so, how much?</b>                                                                                                                             | N/A                                   |
| <b>What is the source of Funding?</b>                                                                                                               | N/A                                   |
| <b>Has this Funding Source been agreed with the Chamberlain's Department?</b>                                                                       | N/A                                   |
| <b>Report of:</b>                                                                                                                                   | Town Clerk                            |
| <b>Report author:</b>                                                                                                                               | John Cater                            |

## Summary

This Report calls for the annual review of the Sub-Committee's own Terms of Reference for onward approval to the Finance Committee in January 2026.

Whilst one change to the **composition** of the Sub-Committee is proposed, namely, the establishment of an automatic annual appointment of the Chair of the Capital Buildings Board to the Sub-Committee, no material changes to the **Terms of Reference** are proposed at this time; however, Members may wish to make suggestions and provide feedback to be incorporated and approved, either at today's meeting or, if further consideration is required, by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Sub-Committee under Delegated Authority procedures after the meeting.

Any amendments to the Sub-Committee's terms of reference require the approval of the Finance Committee, which will consider these alongside its own Terms of Reference at its January 2026 meeting.

## Recommendation(s)

Members are asked to:

- Consider the Sub-Committee's Terms of Reference set out at Appendix A and agree whether they sufficiently encapsulate the responsibilities of the Sub-Committee;
- Consider the Sub-Committee's Composition, also set out at Appendix A, and agree that the Chair of the Capital Buildings Board should be added to the Composition as an automatic appointment going forward (effective immediately).
- If material amendments are required, agree that Delegated Authority be given to the Town Clerk in consultation with the Chairman and Deputy Chairman, to consider the final wording of the revised terms of reference, for consideration by the Finance Committee in January.

## Main Report

### Current Position

1. The Sub-Committee Terms of Reference document is set out at Appendix A.
2. No significant changes are proposed at this time to the **Terms of Reference**; if Members feel that material updates are necessary, caution should be exercised if attempting to draft wording in the meeting as it can have unintended consequences/implications. Therefore, should the need arise, it is recommended that Officers would be instructed to draft proposed amendments and report back to the Town Clerk, in consultation with the Chairman and Deputy Chairman, via the Delegated Authority arrangements.
3. One change to the composition of the Sub-Committee is proposed, namely, the establishment of an automatic annual appointment of the Chair of the Capital Buildings Board to the Sub-Committee (if approved, effective immediately).
4. By bringing this Report to the November meeting of the Sub-Committee, there is a good amount time to ensure any amendments are settled for the Finance Committee meeting in January.

### Corporate & Strategic Implications

- **Strategic implications** – Any changes should facilitate efficiencies in the delivery of the City of London Corporation Strategy.
- **Financial and Resource implications** – None, providing no additional changes are required. Financial and Resource Implications will need to be considered should the Sub-Committee seek to make amendments of this nature.
- **Legal implications** – any changes proposed will change internal organisational administrative procedures at the City of London Corporation.
- **Risk implications** – None, providing no changes are required. Risk Implications will need to be considered should the Sub-Committee seek to make amendments.

- **Equalities implications** – Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to 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 in 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

5. It is recommended that this Sub-Committee, expand its composition to include the Chair of the Capital Buildings Board going forward and consider its terms of reference and decide whether the document accurately reflects the nature of its work and suitably supports the City Corporation in the exercising of its various duties.

## Appendices

- Appendix A – Project and Procurement Sub-Committee Terms of Reference and Composition.

## John Cater

Committee Clerk

E: [john.cater@cityoflondon.gov.uk](mailto:john.cater@cityoflondon.gov.uk)