

City of London Corporation Committee Report

Committee(s): Epping Forest & Commons Committee – For decision	Dated: 26 January 2025
Subject: Annual Review of Terms of Reference	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?	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
Report author:	Zoe Williams, Governance Officer

Summary

As part of the implementation of the 2021 Governance Review, it was agreed that the cycle and process of annually reviewing the Terms of Reference of all Committees/Boards should be revised, to provide more time for Committees to consider and discuss changes before they are submitted to the Policy and Resources Committee. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council.

Members should note that a broader review of the Natural Environment Committees' Terms of Reference is scheduled to take place as part of the Natural Environment Charities Review. Any resulting amendments to the Terms of Reference would subsequently require consideration by the Policy & Resources Committee and the

Court of Common Council. It is therefore recommended that any substantive changes be progressed through this review process.

The Terms of Reference of the Epping Forest & Commons Committee are attached as an appendix to this report for Members' consideration.

Recommendation(s)

Members are asked to:

- Agree that the terms of reference of the Epping Forest & Commons Committee, subject to any comments, be approved for submission to the Court of Common Council in April 2026, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chair and Deputy Chair;

Appendices

- Appendix 1 – Terms of Reference

Zoe Williams

Governance Officer

Town Clerk's Department

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