

City of London Corporation Committee Report

Committee(s): Policy & Resources Committee	Dated: 19 February 2026
Subject: Terms of Reference Review	Public report: For Decision
This proposal: <ul style="list-style-type: none">• provides statutory duties	
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:	Deputy Town Clerk
Report author:	Ben Dunleavy

Summary

In accordance with agreed governance arrangements, this report is presenting Policy and Resources Committee with its terms of reference as part of an annual review. No changes are proposed at this time; however, Members may wish to make suggestions and provide feedback to be incorporated into the terms of reference.

The Annual Review of the Committee's Terms of Reference allows for any proposed changes to be considered in time for the annual reappointment of Committees by Court of Common Council. The Terms of Reference for the Policy and Resources Committee are attached at Appendix 1.

Recommendation(s)

It is recommended that Members consider and, subject to any changes being proposed, approve the Committee's Terms of Reference (Appendix 1) for onward submission to the Court of Common Council in April 2026. -

Main Report

Background

1. The Court of Common Council considers and re-appoints committees to discharge its various responsibilities on an annual basis each April.
2. In anticipation of this, each Grand Committee (i.e. a committee directly appointed by the Court of Common Council) is, invited to consider whether its own terms of reference sufficiently capture and reflect the work of their relevant work areas.
3. Typically, this annual review provides an opportunity for officers and Members to suggest any administrative amendments (such as the updates of names of any Departments, or Committees) alongside any more substantial revisions that are considered necessary to facilitate strategic change.

Current Position

4. The Committee's existing Terms of Reference (including composition, but not current Membership) are set out at Appendix 1. No further changes are being proposed at this time, but it is for the Committee to consider and decide whether or not any amendments are required.
5. If this is agreed, no further action will be taken and the terms of reference will go forward to Court of Common Council for the annual re-appointment of Committees in April 2026.
6. Should Members consider that changes and updates are necessary, caution should be exercised in attempting to draft and agree wording in the meeting; it is therefore recommended that officers be instructed to draft any proposed amendments and seek the necessary approval of these under delegated authority procedure in advance of submission to Court of Common Council.

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 changes are required. Financial and Resource Implications will need to be considered should the Committee seek to make amendments.

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 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

Appendices

Appendix 1 - Policy & Resources Committee – Terms of Reference

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