

<b>Committee(s):</b>	<b>Date(s):</b>
Markets	13 May 2015
<b>Subject:</b> Appointment of the Reference Sub-Committee	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b><u>Summary</u></b>	
<p>The purpose of this report is to consider the appointment of your Reference Sub-Committee for the ensuing year and to approve its composition and Terms of Reference.</p>	
<b>Recommendation(s)</b>	
<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• approve the Sub-Committee's composition and Terms of Reference; and</li> <li>• appoint a Sub-Committee for 2015/16.</li> </ul>	

### **Main Report**

#### **Background**

1. At its 23 January 2012 meeting, your Committee established a Reference Sub-Committee.
2. This Sub-Committee meets on an *ad hoc* basis to consider matters referred to it by the Grand Committee, with the power to act where appropriate and where granted by the Committee.
3. Each year, your Committee reappoints this Sub-Committee and is asked to reconfirm its Terms of Reference.
4. Expressions of interest to serve for the coming year will have been sought by the Town Clerk in advance of the meeting and Members are also able to stand for the Sub-Committee at the meeting itself.

#### **Composition and Terms of Reference**

5. The Membership of your Sub-Committee comprises the Chairman and Deputy Chairman and up to seven other Members.
6. At your May 2014 meeting, the Sub-Committee for 2014/15 was appointed as follows:
  - Chairman, John Scott
  - Deputy Chairman, Hugh Morris

- Chris Hayward
- Deputy Jamie Ingham Clark
- Edward Lord
- Deputy Joyce Nash
- Deputy Giles Shilson
- (x2 vacancies)

7. The Sub-Committee met once during 2014/15.
8. The Terms of Reference as previously agreed by your Committee are as follows:
  - a) *A Reference Sub Committee shall be appointed, consisting of the Chairman and Deputy Chairman and 7 other Members; with power to act being given, if necessary, when any matter is referred to the Reference Sub Committee for consideration.*
  - b) *The quorum for the Reference Sub Committee to be 3 members.*

### **Conclusion**

9. Your Committee is therefore asked to consider the appointment of a Sub-Committee for the year ensuing and approve its composition and Terms of Reference.

### **Contact:**

Gregory Moore

T: 020 7332 1399

E: [gregory.moore@cityoflondon.gov.uk](mailto:gregory.moore@cityoflondon.gov.uk)