

Committee: Open Spaces and City Gardens Committee	Date: 1 February 2015
Subject: Review of the Frequency of Committee Meetings and Terms of Reference.	Public
Report of: Town Clerk	For Decision

Summary

1. At their meeting on 7th December 2015, the Open Spaces and City Gardens agreed to review the frequency of committee meetings for the 2017/18 municipal year, reducing the number from six to five evenly spaced meetings. The Town Clerk has investigated this possibility and proposed Committee meeting dates for the 2017/18 municipal year are attached to this report.
2. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.
3. The terms of reference of the Committee are attached as an appendix to this report for your consideration. There is one proposed amendment to the Committee's Terms of Reference. This arises from the review of the Corporation's grant-giving activities, which the Committee considered in June 2015. The Committee agreed to set up a joint Open Spaces Grants Review Working Party to determine how to best allocate open spaces grants.
4. The Working Party agreed that the most suitable approach would be for the Open Spaces and City Gardens Committee to take responsibility for awarding open spaces grants, with the Epping Forest and Commons Committee, West Ham Park Committee or Hampstead Heath, Highgate Wood and Queen's Park Committee providing comments and recommendations on any grant requests relating to their areas.
5. Assuming that each of the Committees approves this procedure, the Committee is asked to approve an additional entry to its Terms of Reference, set out at Appendix A as item c). Similar additions to facilitate the approach to open spaces grants will be recommended to the other Committees during their consideration of their Terms of Reference in January and February 2016.

Recommendations

The Committee is recommended to:

1. Approve the terms of reference as attached (appendix A)
2. Approve the frequency of their meetings effective from 2017/18 (appendix B)

Contact:

Natasha Dogra

Telephone: 020 7332 1434

Email: Natasha.Dogra@cityoflondon.gov.uk