

<b>Committee:</b> Courts Sub (Policy and Resources) Committee	<b>Date:</b> 2 December 2016
<b>Subject:</b> Terms of Reference and Frequency of Meetings of the Courts Sub (Policy and Resources) Committee	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report Author:</b> Gemma Stokley	

### Summary

1. The terms of reference of the Courts Sub Committee were originally submitted to the 26 October 2016 meeting for consideration. At this meeting the Sub Committee requested that some amendments be made to these and that the report be re-submitted for consideration at their next meeting.
2. The revised terms of reference are now attached as an appendix to this report for your consideration. The appendix also sets out both the constitution and quorum for the Courts Sub Committee.
3. At their meeting on 26 October 2016, the Sub Committee also highlighted that they would like to meet on a quarterly basis in 2017. Accordingly, the following meeting dates were approved by the Chairman and Deputy Chairman:
  - 9 February 2017;
  - 12 June 2017;
  - 25 September 2017; and
  - 8 December 2017

### Recommendations

The Sub Committee is recommended to:

- a) approve the revised Terms of Reference of the Sub Committee; and
- b) note the 2017 dates for Sub Committee meetings.

### **Contact:**

Gemma Stokley

Telephone: 020 7332 1407

Email: [gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)