

CITY OF LONDON CORPORATION

COMMITTEES

CONSTITUTION AND TERMS OF REFERENCE

2011/12

Compliance with Standing Orders

1. Each Committee or Board, in carrying out the functions and responsibilities delegated to it by the Court of Common Council, shall do so in compliance with the City Corporation's Standing Orders, Financial Regulations and such other requirements as the City Corporation may determine. This includes Committees or Boards with different constitutional arrangements and/or extended delegations, such as the Board of Governors of the Guildhall School of Music & Drama (which operates under a separate Instrument and Articles of Government in accordance with section 29 of the Further and Higher Education Act 1992) and the Police Committee (which has vested in it the powers and duties of the Court of Common Council as Police Authority for the City of London by virtue of the City of London Police Act 1839, together with other relevant legislation, save the appointment of the Commissioner of Police).

Terms of Reference and Delegation

2. The Court of Common Council may discharge its functions and responsibilities through delegation to the several committees and through delegation to officers, in accordance with the Framework for Accountability and Delegation (agreed by the Court in January 2005).
3. Committees have delegated authority to discharge their functions as set out in their terms of reference and in accordance with Standing Orders.
4. Lands and/or property in the purview of committees shall be managed and maintained by the relevant committee.
5. Committees may also choose to delegate the exercise of their functions to sub-committees and to officers.

Matters of Policy and/or Strategic Importance

6. The creation of a new, or the amendment of an existing, corporate or strategic policy, or other matters of corporate or strategic importance, should be referred by committees to the Policy & Resources Committee for consideration prior to the matter being referred, as necessary, to the Court of Common Council.

Matters of Dispute

7. The Policy & Resources Committee shall attempt to resolve matters of dispute between individual committees, reporting as necessary to the Court of Common Council.

POLICY & RESOURCES COMMITTEE

1. Constitution

A Non-Ward Committee consisting of,

- four Aldermen nominated by the Court of Aldermen
- 20 Members elected by the Court of Common Council, at least four of whom shall have fewer than 10 years' service on the Court, and two of whom shall be residents (NB. these categories are not exclusive ie. one Member can fulfil both criteria)
- the following ex-officio Members:-
 - The Right Honourable the Lord Mayor for the time being
 - The Chief Commoner (who will chair any Sub-Committees regarding Hospitality and Privileges)
 - such Members of the Court of Common Council as have seats in Parliament
 - the Chairmen of the following Committees:-
 - Finance
 - Planning & Transportation
 - Port Health & Environmental Services
 - Police
 - Community & Children's Services
 - Barbican Centre
 - The Deputy Chairman of the Finance Committee

2. Quorum

The quorum consists of any nine Members.

3. Membership 2011/12

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=111>

4. Terms of Reference

To be responsible for:-

General

- (a) considering matters of policy and strategic importance to the City of London Corporation including matters referred to it by other Committees and/or Chief Officers;
- (b) the review and co-ordination of the governance of the City of London Corporation including its Committees, Standing Orders and Outside Bodies Scheme, reporting as necessary to the Court of Common Council, together with the City Corporation's overall organisation and administration;
- (c) overseeing, generally, the security of the City and the City of London Corporation's security and emergency planning;
- (d) the support and promotion of the City of London as the world leader in international financial and business services and to oversee, generally, the City of London Corporation's economic development activities, communications strategy and public relations activities;
- (e) the use of the City's Armorial bearings and the Bridge Mark;
- (f) the appointment of the City Surveyor (in consultation with the Investment Committee);
- (g) general matters not otherwise expressly provided for within the terms of reference of any other Committee;
- (h) making recommendations to the Court of Common Council in respect of:
 - (i) the appointment of the Town Clerk & Chief Executive, Comptroller & City Solicitor and Remembrancer;
 - (ii) the Corporate Plan, Community Strategy, and other corporate strategies, statements or resolutions;
 - (iii) the London Boroughs Grants Scheme, of which the Court of Common Council is a levying body;
 - (iv) the promotion of legislation and, where appropriate, byelaws;

Resource Allocation

- (i) determining resource allocation in accordance with the City of London Corporation's strategic policies;

Corporate Assets

- (j) the effective and sustainable management of the City of London Corporation's operational assets to help deliver strategic priorities and service needs;

Projects

- (k) Scrutiny and oversight of the management of major projects and programmes of work, including considering all proposals for capital and supplementary revenue projects, and determining whether projects should be included in the capital and supplementary revenue programme as well as the phasing of any expenditure;

Hospitality

- (l) arrangements for the provision of hospitality on behalf of the City of London Corporation;

Privileges

- (m) Members' privileges, facilities and development;

Sustainability

- (n) strategies and initiatives in relation to sustainability, energy/water efficiency and carbon reduction;

Sub-Committees

- (o) appointing such Sub-Committees as are considered necessary for the better performance of its duties including the following areas:-
 - Resource Allocation
 - Corporate Assets
 - Projects
 - Hospitality
 - Members' Privileges
 - Sustainability

FINANCE COMMITTEE

1. **Constitution**
A Ward Committee consisting of,
 - four Aldermen nominated by the Court of Aldermen
 - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward
 - the Chairman and Deputy Chairman of the Policy & Resources Committee (ex-officio)
2. **Quorum**
The quorum consists of any nine Members.
3. **Membership 2011/12**
Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=64>
4. **Terms of Reference**
To be responsible for:-
 - (a) **Finance**
Ensuring effective arrangements are made for the proper administration of the City Corporation's financial affairs;
 - (b) considering the annual budget of the several committees, to ascertain that they are within the resources allocated, are applied to the policies for which those resources were allocated and represent value for money in the achievement of those policies;
 - (c) determining annually with the Resource Allocation Sub-Committee, the appropriate performance return bench marks for the City's and Bridge House Estates;
 - (d) obtaining value for money in all aspects of the City of London Corporation's activities;
 - (e) monitoring performance against individual Departmental Business Plans and bringing about improvements in performance;
 - (f) overseeing the City of London Corporation's approved list of contractors and consultants;
 - (g) dealing with requests for grants for charitable purposes from funds under the Committee's control, allowances, expenses, insurance, business travel, treasure trove and Trophy Tax;
 - (h) making recommendations to the Court of Common Council in respect of:-
 - (i) the audited accounts, the Annual Budget and to recommend the non-domestic rate and Council Tax to be levied and to present the capital programme and make recommendations as to its financing;
 - (ii) the appointment of the Chamberlain;
 - (i) **Information Systems**
developing and implementing IS strategies to support the business needs of the City of London Corporation;
 - (j) **Sub-Committees**
appointing such Sub-Committees as are considered necessary for the better performance of its duties including the following areas:-
Efficiency & Performance
Finance Grants
Information Systems.

INVESTMENT COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of,
 - 14 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - eight Members nominated by the Policy & Resources Committee
 - the Chairman and Deputy Chairman of the Policy & Resources Committee (ex-officio)
 - the Chairman and Deputy Chairman of the Finance Committee (ex-officio)
2. **Quorum**
The quorum consists of any seven Members.
3. **Membership 2011/12**
Link (to follow)
4. **Terms of Reference**
 - (a) To be responsible for the strategic oversight and monitoring of the performance of all of the City of London Corporation's investments, in accordance with the investment strategy determined by the Policy & Resources Committee.
 - (b) To fulfil (a) above by means of the appointment of a Property Investment Board and a Financial Investment Board, responsible for property and financial investments respectively.

Note: The Property Investment Board and a Financial Investment Board shall have the power to co-opt people with relevant expertise or experience, including non-Members of the Court.

AUDIT & RISK MANAGEMENT COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- nine Members elected by the Court of Common Council* at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- three external representatives (ie. non-Members of the Court of Common Council)
- the Chairman and Deputy Chairman of the Finance Committee (ex-officio with no voting rights)
- a representative of the Policy & Resources Committee (ex-officio with no voting rights)

*The Chairmen of the Policy and Resources, Finance and Investment Committees are not eligible for election to this Committee and the Deputy Chairman of the Audit & Risk Management Committee for the time being may not be a Chairman of another Committee.

2. **Quorum**

The quorum consists of five Members ie. four Members elected by the Court of Common Council and one external representative.

3. **Membership 2011/12**

Link (to follow)

4. **Terms of Reference**

Audit

- (a) To consider and approve the annual internal and external audit plans.
- (b) To commission and to receive reports from the Chief Internal Auditor on the extent that the City of London Corporation can rely on its system of internal control and to provide reasonable assurance that the City of London Corporation's objectives will be achieved efficiently.
- (c) To meet with the external auditors prior to the presentation of the Accounts to the Court, consider the audited annual accounts of the City Fund and the various non-local authority funds, to receive and consider the formal reports, letters and recommendations of the City of London Corporation's external auditors and to make recommendations relating to the approval of the accounts (to the Finance Committee).
- (d) To meet with the external auditors of the City Fund and the various non-local authority funds at least once in each calendar year prior to the presentation of the Accounts to the Court.
- (e) To report back as necessary to the Court of Common Council.

Risk Management

- (a) To monitor and oversee the City of London Corporation's risk management strategy and to be satisfied that the authority's assurance framework properly reflect the risk environment.
- (b) To consider all audit or external inspection reports relating to any department at the City of London Corporation and seek assurance that action has been taken where necessary.
- (c) To receive an annual report from the Chamberlain reviewing the effectiveness of the City of London's risk management strategy.

PLANNING & TRANSPORTATION COMMITTEE

1. **Constitution**
A Ward Committee consisting of,
 - four Aldermen nominated by the Court of Aldermen
 - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward.
2. **Quorum**
The quorum consists of any nine Members.
3. **Membership 2011/12**
Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=103>
4. **Terms of Reference**
To be responsible for:-
 - (a) All functions of the City as local planning authority [relating to town and country planning and development control] pursuant to the Town and Country Planning Act 1990, the Planning (Listed Building and Conservation Areas) Act 1990 and Compulsory Purchases Act 2004 and all secondary legislation pursuant to the same and all enabling legislation (including legislation amending or replacing the same).
 - (b) Making recommendations to Common Council relating to the acquisition, appropriation and disposal of land held for planning purposes and to exercise all other functions of the local planning authority relating to land held for planning (or highways) purposes, and making determinations as to whether land held for planning or highways purposes is no longer required for those purposes, other than in respect of powers expressly delegated to another committee.
 - (c) All functions of the Common Council as local highway, traffic, walkway and parking authority (other than in respect of powers expressly delegated to another committee) and the improvement of other open land under S.4 of the City of London (Various Powers) Act 1952.
 - (d) All functions under part II of the City of London (Various Powers) Act 1967 including declaration, alteration and discontinuance of City Walkway.
 - (e) All functions relating to the construction, maintenance and repair of sewers in the City, including public sewers (on behalf of Thames Water under an agency arrangement).
 - (f) All functions relating to the Stopping Up of highway (including as local planning authority and highway authority).
 - (g) All functions relating to street naming and numbering under the London Building Acts (Amendment) Act 1939.
 - (h) All functions relating to the control, maintenance and repair of the five City river bridges (insofar as matters not within the delegated authority of another Committee).
 - (i) All functions relating to building control under the Building Act 1984, Building Regulations 2000-10 and London Building Acts 1930-82.
 - (j) The setting of building control charges under the Building (Local Authority Charges) Regulations 2010.
 - (k) Response to and resolution of dangerous structures under the London Building Acts (Amendment) Act 1939.
 - (l) All functions relating to the City of London Corporation's commemorative blue plaques.
 - (k) All functions relating to the Local Land Charges Act 1975.
 - (l) The appointment of the City Planning Officer.
 - (m) The appointment of such Sub-Committees as is considered necessary for the better performance of its duties including a Streets & Walkways Sub-Committee.

PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

1. **Constitution**
A Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward.
2. **Quorum**
The quorum consists of any nine Members.
3. **Membership 2011/12**
Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=77>
4. **Terms of Reference**
To be responsible for:-
 - (a) all the City of London Corporation's public health, environmental health, port health, trading standards and veterinary services, licensing (with the exception of those which are in the province of another Committee), public conveniences, street cleansing, refuse collection and disposal, and cemetery and crematorium functions;
 - (b) the implementation of those sections of any Acts of Parliament and/or European legislation which direct that the local authority take action in respect of those duties listed at (a) above;
 - (c) the appointment of the Director of Environmental Services (in consultation with the Planning & Transportation and Licensing Committees);
 - (d) determining any appeals against a decision not to grant City premises a licence under the provisions of the Marriage Act 1994 and the City of London (Approved Premises for Marriage) Act 1996 to conduct civil marriage ceremonies;
 - (e) the appointment of the City of London Coroner;
 - (f) the Signor Pasquale Favale Bequest (registered charity no. 206949)
 - (g) making recommendations to the Court of Common Council in respect of the making and sealing of byelaws for the variance of charges at the Animal Reception Centre.

MARKETS COMMITTEE

1. **Constitution**
A Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward.
2. **Quorum**
The quorum consists of any nine Members.
3. **Membership 2011/12**
Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=153>
4. **Terms of Reference**
To be responsible for:-
 - (a) the management of all matters relating to Smithfield Market, Billingsgate Market and Spitalfields Market and the letting of all premises therein;
 - (b) the appointment of the Director of Markets.

POLICE COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- 15 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment and including:-
 - a minimum of one Lay Justice who must be a member of the City of London Bench (and not on the supplemental list); and,
 - a minimum of three Members whose primary residence is in the City of London.
- two external members (ie. non-Members of the Court of Common Council), all appointed in accordance with the terms of the Police Committee Membership Scheme.

2. **Quorum**

The quorum consists of any five Members.

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=117>

4. **Terms of Reference**

To be responsible for:-

- (a) securing an efficient and effective police service in the City of London and holding the Commissioner to account for the exercise of his/her functions and those persons under his/her direction and control;
- (b) agreeing the local priorities for policing after consulting local people and the Commissioner;
- (c) any powers and duties vested in the Court of Common Council as Police Authority for the City of London by virtue of the City of London Police Act 1839, the Police and Criminal Evidence Act 1984, the Police Acts 1996 and 1997, the Criminal Justice and Police Act 2001, the Police Reform Act 2002 and any other Act or Acts, Statutory Instruments, Orders in Council, Rules or Byelaws etc. from time to time in force, save the appointment of the Commissioner of Police which by virtue of Section 3 of the City of London Police Act 1839 remains the responsibility of the Common Council;
- (d) making recommendations to the Court of Common Council regarding the appointment of the Commissioner of the City of London Police;
- (e) the handling of complaints and the maintenance of standards across the Force;
- (f) monitoring of performance against the City of London Policing Plan;
- (g) appointing such Sub-Committees as are considered necessary for the better performance of its duties including a, Professional Standards & Complaints Sub-Committee
Performance Management & Value for Money Sub-Committee

CRIME & DISORDER SCRUTINY COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of
The Chairman and Deputy Chairman of the Policy and Resources Committee, or their representatives;
The Chairman and Deputy Chairman of the Police Committee or their representatives;
The Chairman and Deputy Chairman of the Community and Children's Services Committee or their representatives; and
The Chairman and Deputy Chairman of the Licensing Committee, or their representatives.

appointed in accordance with the Police and Justice Act 2006.

2. **Quorum**

The quorum consists of any three Members.

3. **Membership 2011/12**

The ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

(a) to be responsible for the review and scrutiny of decisions made, or other actions taken, in connection with the discharge by the responsible authorities and other members of the Safer City Partnership of their crime and disorder functions;

(b) to make reports or recommendations to other committees and to the Court of Common Council with respect to the discharge of those functions; and,

(c) to have at least one meeting each year dedicated to scrutinising crime and disorder matters.

CULTURE, HERITAGE & LIBRARIES COMMITTEE

1. **Constitution**
A Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward
 - the Chairman of the Board of Governors of the Guildhall School of Music & Drama (ex-officio)
 - the Chairman of the Barbican Centre Board (ex-officio)
2. **Quorum**
The quorum consists of any nine Members.
3. **Membership 2011/12**
Link to
4. **Terms of Reference**
To be responsible for:-
 - (a) the City Corporation's activities and services in the fields of culture, heritage and tourism including the development of relevant strategies and policies, reporting to the Court of Common Council as appropriate;
 - (b) the management of the City's libraries and archives, including its functions as a library authority in accordance with the Public Libraries and Museums Act 1964 and all other powers and provisions relating thereto by providing an effective and efficient library service;
 - (c) the management of the Guildhall Art Gallery and all the works of art belonging to the City of London Corporation;
 - (d) the appointment of the Director of Libraries, Archives & Guildhall Art Gallery;
 - (e) the management and maintenance and, where appropriate, furnishing the City Information Centre, Temple Bar, the Monument, Prince Henry's Room, the Roman Baths (Lower Thames Street) and the tourist and events elements of Tower Bridge;
 - (f) matters relating to the City's obligations for its various benefices;
 - (g) the upkeep and maintenance of the Lord Mayor's State Coach, the semi-state coaches, the Sheriff's Chariots and State Harness;
 - (h) cart marking;
 - (i) the development and implementation of a strategy for the management of Keats House (registered charity no. 1053381) and all of the books and artefacts comprising the Keats collection, in accordance with the relevant documents governing this charitable activity;
 - (j) the appointment of four Members to the Management Committee of the City of London Archaeological Trust (*subject to the approval of the Court of Common Council to the changes to the governing document*);
 - (k) overseeing the City's Miscellaneous Arts and Related Initiatives Budget, including any individual funding requests above £2,000, annual budget requests and any future review of the fund;
 - (l) the management of:-
 - Guildhall Library Centenary Fund (registered charity no. 206950)
 - The English Philological Endowment Fund (registered charity no. 306000)
 - Alderman Samuel Wilson's Gift of Harbinger Portraits
 - (m) making recommendations to the Court of Common Council regarding the Cultural Strategy, the Visitor Strategy and other corporate strategies, statements or resolutions relating to any of its functions, following consultation with the Policy & Resources Committee;
 - (n) appointing such Sub-Committees and/or Consultative Committees as are considered necessary for the better performance of its duties including the following areas:-
 - Benefices
 - Keats House

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
- up to 10 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School for Girls
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to five co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=38>

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=41>

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=34>

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC & DRAMA

1. Constitution

A Non-Ward Committee consisting of,

- 11 Members elected by the Court of Common Council for a term of three years (renewable twice) at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Principal of the Guildhall School of Music & Drama
- one member of the Guildhall School academic staff to be elected by the Academic staff for a term of three years (renewable twice)
- one member of the Guildhall School administrative staff to be elected by such staff for a term of three years (renewable twice)
- one Guildhall student representative who shall normally be the President of the Students' Union
- One Centre for Young Musicians representative (for an initial term of three years from 2009)
- the Chairman of the Barbican Centre Board (ex-officio)
- the Chairman of the Culture, Heritage & Libraries Committee (ex-officio)
- up to six co-opted non-City of London Corporation Governors with appropriate expertise for a term of three years (renewable twice)

None of the appointed Governors shall serve on the Board for more than a maximum of nine years.
The Chairman and Deputy Chairman of the Board shall be elected from the City Corporation Members.

2. Quorum

The quorum consists of any seven Governors, the majority of who must be Common Council Governors.

3. Membership 2011/12

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=99>

4. Terms of Reference

To be responsible for:-

- (a) the approval of a strategic plan and the determination of the educational character and the mission/aims of the Guildhall School of Music & Drama and oversight of its activities;
- (b) the approval of an annual Business Plan;
- (c) the approval of annual estimates of income and expenditure;
- (d) the approval of the annual audited financial statements of the Guildhall School of Music & Drama;
- (e) the appointment of the Principal of the Guildhall School of Music & Drama

COMMUNITY & CHILDREN'S SERVICES COMMITTEE

1. **Constitution**

A Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- up to 33 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides), those Wards having 200 or more residents (based on the Ward List) being able to nominate a maximum of two representatives
- a limited number of Members co-opted by the Committee (e.g. the two parent governors required by law)

In accordance with Standing Order Nos. 29 & 30, no Member who is resident in, or tenant of, any property owned by the City of London and under the control of this Committee is eligible to be Chairman or Deputy Chairman.

2. **Quorum**

The quorum consists of any nine Members. [N.B. - the co-opted Members only count as part of the quorum for matters relating to the Education Function]

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=81>

4. **Terms of Reference**

To be responsible for:-

- (a) the appointment of the Director of Community & Children's Services;
- (b) the following functions of the City of London Corporation:-
 - Children's Services
 - Adults' Services
 - Education
 - Social Services
 - Social Housing (ie. the management of the property owned by the City of London Corporation under the Housing Revenue Account and the City Fund in accordance with the requirements of all relevant legislation and the disposal of interests in the City of London Corporation's Housing Estates (pursuant to such policies as are from time to time laid down by the Court of Common Council)
 - liaison with health services and health scrutiny
 - Sport/Leisure Activities
 - management of the City of London Almshouses (registered charity no 1005857) in accordance with the charity's governing instruments. [NB - the revised arrangements for the management of the Almshouses Trust is still subject to Charity Commission and Court of Common Council approval.]and the preparation of all statutory plans relating to those functions and consulting as appropriate on the exercise of those functions;
- (c) appointing Statutory Panels and Sub-Committees as are considered necessary for the better performance of its duties including the following areas:-
 - Housing Management Sub-Committee
 - Health & Social Care Scrutiny Sub-Committee
- (d) making recommendations to the Court of Common Council regarding the constitutional arrangements for the Governing Bodies of the City of London Academies (including Governor appointments);
- (e) oversight and monitoring of the City of London's sponsorship of its Academies;
- (f) the management of:-
 - The Higher Education Research and Special Expenses Fund (registered charity no. 312836)
 - Archibald Dawnay Scholarships (registered charity no. 290129)
 - Robert Blair Dunfee Memorial Benevolent Fund (registered charity no. 312924)
 - Alan Partridge Smith Trust
- (g) appointing such Sub-Committees as are considered necessary for the better performance of its duties including a,
 - Housing Management Sub-Committee
 - Health & Social Care Scrutiny Sub-Committee

Health & Social Care Scrutiny Sub Committee

To be responsible for:-

- (a) fulfilling the City's health scrutiny role in keeping with the aims expounded in the Health and Social Care Act 2001 and Part 14 of the Local Government and Public Health Act 2007 (Patient and Public Involvement in Care and Social Care);
- (b) reporting annually to the Community & Children's Services and Port Health & Environmental Services Committees, with the former acting as its parent Committee;
- (c) ensuring the Public Health dimension (which generally falls within the remit of the Port Health & Environmental Services Committee) is included in the Sub-Committee's work programme;
- (d) agreeing and implementing an annual work programme;
- (e) receiving and taking account of the views of NHS stakeholders by inviting representations to be made at appropriate meetings.

GRESHAM COMMITTEE (CITY SIDE)

1. **Constitution**

A Non-Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- nine Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Right Honourable the Lord Mayor (ex-officio)

2. **Quorum**

The quorum consists of any three Members.

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=73>

4. **Terms of Reference**

To be responsible for:-

- (a) letting and demising the lands and tenements given to this City by Sir Thomas Gresham by his last Will and Testament or otherwise to do and perform all and everything and things according to the true intent and meaning of the said last Will and Testament of the said Sir Thomas Gresham and the several Acts of Parliament for that purpose made with limitations and provisions as in the same are directed;

(Note: The estate, so far as it relates to the land that was left to the City of London Corporation and the Mercers' Company, is administered by the Joint Grand Gresham Committee, which consists of the City Side and an equal number of Mercers. The legal obligations upon the City of London Corporation under the terms of Sir Thomas Gresham's Will, as varied by statute and discharged by the City Side, are limited:-

- (i) to the appointment and payment of four of the Gresham Lecturers, namely those in Divinity, Astronomy, Music and Geometry, and in the provision of a sufficient and proper place for the delivery of the lectures;
 - (ii) to the maintenance of eight almshouses in Ferndale Road, Brixton, to the appointment of eight "almsfolkes" and the payment of a small annual sum to each of them);
- (b) all other City Side matters relating to Gresham College including:-
- (i) the appointment, from the membership of the Court of Common Council, of one representative to attend General Meetings of the Council of Gresham College and up to four Directors to serve on the Council of Gresham College;
 - (ii) any amendments to the current Memorandum and Articles of Association of Gresham College, other than financial aspects and those which, in the opinion of the Committee, are significant and should be considered by the Court.

ESTABLISHMENT COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of,
 - one Alderman nominated by the Court of Aldermen
 - 10 Members elected by the Court of Common Council
 - a representative of the Finance Committee (ex-officio)
2. **Quorum**
The quorum consists of any three Members.
3. **Membership 2011/12**
Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=57>
4. **Terms of Reference**
 - (a) The Establishment Committee has specific authority to deal with or make recommendations to the Court of Common Council where appropriate on all matters relating to the employment of City of London Corporation employees where such matters are not specifically delegated to another Committee. These matters include:-
Conditions of employment;
Superannuation (apart from investments);
Workforce planning;
Wages, salaries structure, job evaluation and staff grading;
Organisation reviews;
Employee relations;
Joint consultation;
Learning and employee development;
Recruitment and selection;
Discipline, dismissal, redundancies in line with the appropriate stages in policy etc;
Occupational health, safety and welfare;

NB. The exception to this rule is, whilst the support staff in the City Police come within the purview of this Committee, the uniformed Police come under the Police Committee.
 - (b) To approve:-
 - (i) Reports of Heads of Departments recommending changes to senior management posts of Grade I and above which need the approval of the Court.
 - (ii) The structure and application of Job Evaluation Schemes and any amendments thereto.
 - (c) To approve and promulgate Human Resources policies and practices so that the City of London Corporation can recruit, retain and motivate its employees and carry out its functions to the highest standards of quality and cost effectiveness;
 - (d) To instigate and promulgate organisational reviews of departments and to approve their reports and comments on proposed changes in organisation to ensure that manpower resources are deployed in an efficient and effective manner.
 - (e) To make amendments to:-
 - (i) the general terms and conditions of employment which are contained in the employee handbook, such as working hours, annual leave, superannuation, leave of absence, allowances, maternity provisions, and sick pay;
 - (ii) those procedures which form part of the contract of employment to include the grievance, disciplinary, capability, harassment, and appeals procedures, the learning and employee development scheme, motor car, and motorcycle assisted purchase scheme and the staff suggestion scheme.
 - (f) To appoint seven members (including the representative of the Finance Committee):-
 - (i) to act as the Employer's side of the Joint Consultative Committee when meeting 8 members of the recognised unions, AMICUS and GMB for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service etc. of City of London Corporation employees up to and including Grade G but excluding teachers and City Police Officers;
 - (ii) to act as the Employer's side of the Senior Management Joint Consultative Committee when meeting representatives of senior management of grades H and above, including High and Table Officers, for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service, etc;
 - (g) To increase Judges' salaries if they follow the recommendations of the Top Review Board and are approved by the Lord Chancellor.
 - (h) To increase the salary of the Coroner if it follows the recommendations of the Joint Negotiating Committee for Coroners.
 - (i) To consider submissions of the Board or Boards of Governors relating to teaching staff, which, inter alia, may have to be finally submitted to the Court of Common Council.
 - (j) To approve any increase in the salaries for teachers at the three City Schools if they are in excess of that recommended by the School Teachers' Review Body and any proposed changes to the basic salary structure or restructuring of the common pay spine for teachers.

- (k) To approve:-
 - (i) the learning and employee development policy, strategy and budget;
 - (ii) the Health and Safety and Occupational Health policies and strategies.

- (l) To be the service Committee for the following Departments:-
Town Clerk's
Comptroller and City Solicitor's

- (m) To be responsible for the appointment of the Coroner (and see (h) above).

- (n) In accordance with the Scheme of Delegation, to receive details of:
 - i) redundancies and early retirements
 - ii) Professional Fees and Annual Subscriptions
 - iii) Market Forces Supplements
 - iv) Long Service Awards
 - v) payment to an officer of an honorarium, gratuity or payment for extra services
 - vi) the extension of service of an officer who has reached retirement age or for an extension of sick leave of an officer whether on full or half pay

- (o) To be responsible for the monitoring and control of overtime, sickness absence, changes to staffing resources, equal opportunities, job evaluation and the termination of employment.

OPEN SPACES, CITY GARDENS & WEST HAM PARK COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members for the consideration of all business other than that relating to West Ham Park:-
 - the Chairman and Deputy Chairman of the Epping Forest & Commons Committee
 - the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee
- plus the following for the consideration of business relating to West Ham Park only:-
 - four representatives nominated by the Heirs-at-Law of the late John Gurney
 - one representative nominated by the Parish of West Ham
 - two representatives nominated by the London Borough of Newham

The above arrangements ensure that business relating to West Ham Park is conducted in accordance with the requirements of the conveyance ie. the managing body for the Park must comprise eight Members elected by the Court of Common Council together with the seven external representatives referred to above.

2. **Quorum**

The quorum consists of any five Members.

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=178>

4. **Terms of Reference**

To be responsible for:-

Open Spaces

- (a) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (eg. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee;
- (b) the appointment of the Director of Open Spaces;

City Open Spaces

- (c) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;
- (d) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;
- (e) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council;
- (f) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property;

West Ham Park

- (g) the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of the conveyance of the Park by John Gurney, Esq., to the City of London Corporation dated 20th July 1874 and in accordance with the Licence in Mortmain dated 22nd May 1874 and the management of a Nursery.

EPPING FOREST & COMMONS COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - 8 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - the Chairman and Deputy Chairman of the Open Spaces, City Gardens & West Ham Park Committee (ex-officio)
 - plus, for the consideration of business relating to Epping Forest only, four Verderers elected or appointed pursuant to the Epping Forest Act 1878.
2. **Quorum**
The quorum consists of any five Members.
3. **Membership 2011/12**
Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=49>
4. **Terms of Reference**
To be responsible, having regard to the overall policy laid down by the Open Spaces, City Gardens & West Ham Park Committee, for:-
 - (a) exercising of the powers and duties of the Court of Common Council as Conservators of Epping Forest (registered charity no. 232990) and the various additional lands which have been acquired to protect the Forest in accordance, where appropriate, with the Epping Forest Acts 1878 and 1880 (as amended) and all other relevant legislation.
 - (b) the ownership and management of the following open spaces in accordance with the provisions of the Corporation of London Open Spaces Act 1878:-
 - Coulsdon and other Commons (registered charity no. 232989), the other Commons being Kenley Common, Farthing Downs and Riddlesdown
 - West Wickham Common and Spring Park (registered charity no. 232988)
 - Ashtead Common (registered charity no. 1051510)
 - Burnham Beeches and Stoke Common (registered charity no. 232987)***The inclusion of Stoke Common within the Burnham Beeches registration is subject to the approval of the Court of Common Council and the Charity Commission.*
 - (c) appointing such Consultative Committees as are considered necessary for the better performance of its duties including an,
 - Ashtead Common Consultative Committee
 - Burnham Beeches Consultative Committee
 - City Commons Consultative Committee
 - Epping Forest Centre Joint Consultative Committee

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK COMMITTEE

1. **Constitution**

A Non-Ward Committee appointed pursuant to the London Government Reorganisation (Hampstead Heath) Order 1989 consisting of not fewer than 18 Members in the following categories:-

- not fewer than 12 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Chairman and Deputy Chairman of the Open Spaces, City Gardens & West Ham Park Committee (ex-officio)
- plus, for the consideration of business relating to Hampstead Heath only, at least six representatives who must not be Members of the Court of Common Council or employees of the City of London Corporation and at least six of whom are to be appointed as follows:-
 - one after consultation with the London Borough of Barnet
 - one after consultation with the London Borough of Camden
 - one after consultation with the owners of the Kenwood lands
 - three after consultation with bodies representing local, ecological, environmental or sporting interests

The Chairman of the Committee shall be elected from the City Corporation Members.

2. **Quorum**

A. For Hampstead Heath business the quorum consists of seven Members, at least one of whom must be a non-Common Council Member.

B. For Highgate Wood and Queen's Park business the quorum consists of three Members.

3. **Membership 2011/12**

Link (to follow)

4. **Terms of Reference**

To be responsible, having regard to the overall policy laid down by the Open Spaces, City Gardens & West Ham Park Committee, for:-

Hampstead Heath

(a) devising and implementing the City of London Corporation's policies and programmes of work in relation to Hampstead Heath (registered charity no. 803392) (and, in fulfilling those purposes, to have regard to any representations made to it by the Hampstead Heath Consultative Committee) in accordance with the London Government Re-organisation (Hampstead Heath) Order 1989;

(b) exercising all the City of London Corporation's powers and duties relating to Hampstead Heath, including those set out in Regulation 5 of the London Government Re-organisation (Hampstead Heath) Order 1989, or in any Act or Statutory Instrument consolidating, amending or replacing the same;

Highgate Wood & Queen's Park

(c) devising and implementing the City of London Corporation's policies and programmes of work in relation to Highgate Wood and Queen's Park (registered charity no. 232986) (and, in fulfilling those purposes, to have regard to any representations made to it by the Highgate Wood Consultative Committee and the Queen's Park Joint Consultative Group) in accordance with the provisions of the Highgate Wood and Kilburn Open Spaces Act 1886;

Consultative Committees

(d) appointing such Consultative Committees as are considered necessary for the better performance of its duties including a,
Hampstead Heath Consultative Committee
Highgate Wood Consultative Committee
Queen's Park Joint Consultative Group

FREEDOM APPLICATIONS COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - the following ex-officio Members:-
 - the Chief Commoner
 - the Chairman and Deputy Chairman of the Policy & Resources Committee

2. **Quorum**
The quorum consists of any three Members.

3. **Membership 2011/12**
Lord Levene of Portsoken, K.B.E., Alderman
Sir David Howard, Bt., M.A., D.Sc., Alderman

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**
To examine and report back on any applications for the Freedom referred to the Committee by the Court of Common Council.

BARBICAN RESIDENTIAL COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- 11 Members who are non-residents of the Barbican Estate elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- three Members nominated by each of the following Wards:-
 - Aldersgate
 - Cripplegate Within
 - Cripplegate Without
- the Chairman or Deputy Chairman of the Community & Children's Services Committee (ex-officio)

The Chairman and Deputy Chairman of the Committee shall be elected from the Members who are non-residents of the Barbican Estate.

2. **Quorum**

The quorum consists of any five Members who are non-residents of the Barbican Estate.

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=6>

4. **Terms of Reference**

To be responsible for:-

- (a) the management of all completed residential premises and ancillary accommodation on the Barbican Estate, eg. the commercial premises, launderette, car parks, baggage stores, etc. (and, in fulfilling those purposes, to have regard to any representations made to it by the Barbican Estate Residents' Consultation Committee);
- (b) the disposal of interests in the Barbican Estate pursuant to such policies as are from time to time laid down by the Court of Common Council.

BARBICAN CENTRE BOARD

1. Constitution

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council for three year terms, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- five non-Common Council representatives appointed by the Committee, of which at least two should be drawn from the arts world
- a representative of the Policy & Resources Committee
- a representative of the Finance Committee
- the Chairman of the Board of Governors of the Guildhall School of Music & Drama (ex-officio)
- the Chairman of the Barbican Centre Development Committee (ex-officio)
- the Chairman of the Culture, Heritage & Libraries Committee (ex-officio)

The Chairman of the Board shall be elected from the City Corporation Members.

From April 2009, a maximum continuous service limit of three terms of three years will be applied.

2. Quorum

The quorum consists of any five Members elected by the Court of Common Council.

3. Membership 2011/12

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=3>

4. Terms of Reference

To be responsible for:-

- (a) the operation and maintenance of the Barbican Centre and Art Gallery, having determined the general principles and financial targets within which the Centre will operate;
- (b) the appointment of the Managing Director of the Barbican Centre;
- (c) fulfilment of the purpose given to the Committee by the City of London Corporation, viz. the provision of an excellent Centre for the education, enlightenment and entertainment of all who visit it, and to stimulate enterprise in all its activities.

THE CITY BRIDGE TRUST COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - 12 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - the Right Honourable the Lord Mayor (ex-officio)
2. **Quorum**
The quorum consists of any five Members.
3. **Membership 2011/12**
Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=12>
4. **Terms of Reference**
 - (a) To determine all applications for grants pursuant to the Cy Pres Scheme for the administration of the Charity known as the Bridge House Estates, made by the Charity Commissioners on 9 February 1995 and brought into effect by the Charities (The Bridge House Estates) Order 1995, as respects the following purposes:-
 - (i) in or towards the provision of transport and access to it for elderly or disabled people in the Greater London area; and,
 - (ii) for other charitable purposes for the general benefit of the inhabitants of Greater London; other than grants above a sum of £500,000.
 - (b) Subject to the terms of the Cy Pres Scheme and criteria as to the eligibility and treatment of applications specified from time to time by the Court of Common Council:-
 - (i) to review the criteria referred to above and to make recommendations to the Court of Common Council for changes thereto;
 - (ii) to determine conditions and other requirements to be imposed in connection with grants that are approved;
 - (iii) to consult such persons or bodies and corporate or government departments as may be directed by order of the Charity Commissioners in the course of settling a policy for the application of funds to which the Scheme relates; and,
 - (iv) to review, as necessary, the amounts, nature and spread of grants approved or refused, and the operation of administrative arrangements for the Scheme.

STANDARDS COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- one Aldermen appointed by the Court of Aldermen
- four Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- five Independent Members appointed in accordance with the Local Government Act 2000

The Chairman of the Committee shall be elected from the Independent Members.

None of the appointed shall serve on the Committee for more than two terms, a maximum of eight years.

2. **Quorum**

The quorum consists of three Members ie. two Members elected by the Court of Common Council and one Independent Member.

3. **Membership 2011/12**

Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=145>

4. **Terms of Reference**

To be responsible for:-

- (a) promoting and maintaining high standards of conduct by Members and Co-opted Members of the City of London Corporation and to assist Members and Co-opted Members to observe the City of London Corporation's Code of Conduct;
- (b) preparing, keeping under review and monitoring the City of London Corporation's Member Code of Conduct and making recommendations to the Court of Common Council in respect of the adoption or revision, as appropriate, of such Code of Conduct;
- (c) preparing, keeping under review and monitoring the City of London Corporation's Employee Code of Conduct;
- (d) advising and training Members and Co-opted Members on matters relating to the City of London Corporation's Code of Conduct;
- (e) dealing with any complaints of breach of the City of London Corporation's Code of Conduct in respect of Members and Co-opted Members, having first determined whether the alleged breach of the code is in respect of the Common Council's local authority and policy authority functions or its non-local authority functions, and to ensure that they are investigated appropriately by or on behalf of the Town Clerk or the Monitoring Officer who should report their findings to the Committee;
- (f) monitoring all complaints referred to it and to prepare an annual report on its activity for submission to the Court of Common Council.

In relation to the City of London Corporation's role as a Local Authority and Police Authority, to:-

- (a) consider any application for exemption from political restriction that is made to the Committee in respect of any post by the holder of that post;
- (b) where appropriate, give directions requiring the authority to include a post in the list of politically restricted posts that it maintains;
- (c) direct that a post should not be politically restricted where an application has been made and the Committee is satisfied that the duties of the post involve neither providing advice to the authority or its Committees nor speaking on behalf of the authority to journalists and broadcasters.

LICENSING COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of 15 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment.
2. **Quorum**
The quorum consists of any five Members.
3. **Membership 2011/12**
Link to <http://www.cityoflondon.gov.uk/committees/committee/displayCommitteeDetail.aspx?id=170>
4. **Terms of Reference**
To be responsible for:-
 - (a) the City of London Corporation's licensing functions under the following legislation:-
 - (i) Licensing Act 2003:-
 - the issue of licenses for the following:-
 - (a) the sale of alcohol
 - (b) the provision of regulated entertainment
 - (c) the provision of late night refreshment
 - (d) the exhibition of films
 - (ii) Gambling Act 2005:-
 - the issue of permits and licences relating to the use of premises for the following:-
 - (a) the conduct of gambling activities
 - (b) the presence of gaming machines
 - (c) the holding of small society lotteries (i.e. below prescribed thresholds)
 - (iii) Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009:-
 - (a) the licensing of sexual entertainment venues
 - (b) action to prohibit the consumption of alcohol in designated public places as detailed in sections 12-16 of the Criminal Justice and Police Act 2001 and the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001
 - (c) the implementation of those sections of any Acts of Parliament and/or European Legislation which direct that the local authority take action in respect of those duties listed at (a) above, including the functions contained in Sections 2(1) and 2(2) of the Hypnotism Act 1952
 - (d) determining which of its functions and responsibilities may be delegated to enable the Director of Environmental Services to act on its behalf.
 - (b) Making recommendations to the Court of Common Council regarding:-
 - (i) the City Corporation's Statement of Licensing Policy;
 - (ii) The Statement of Licensing Principles in respect of the Gambling Act 2005.

GUILDHALL IMPROVEMENT COMMITTEE

1. A Non-Ward Committee consisting of,
 - the Chairman and Deputy Chairman of the Policy & Resources Committee
 - the Chairman and Deputy Chairman of the Finance Committee
 - the Chairman of the Planning & Transportation Committee or his/her representative
 - a representative of the Corporate Assets Sub-Committee
 - Alderman Simon Walsh MA
 - Sir Michael Snyder, Deputy
2. **Quorum**
The quorum consists of any three Members.
3. **Membership 2011/12**

The ex-officio Members referred to in paragraph 1 above, together with Alderman Simon Walsh MA and Deputy Sir Michael Snyder.
4. **Terms of Reference**
In respect of the project to refurbish the North Wing, West Wing, Old Library and Justice Rooms of the Guildhall Complex, to be responsible for:-
 - (i) overall direction;
 - (ii) review of progress;
 - (iii) decisions on significant option development and key policy choices.