

Make it York Shareholder committee: Draft Terms of Reference (July 2015)

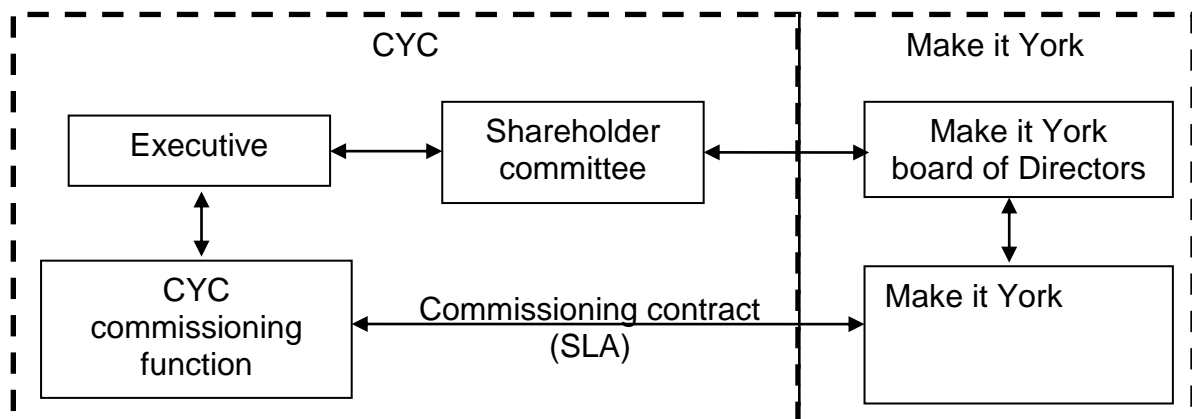
1. THE COMMITTEE

- 1.1. The Make it York shareholder committee brings together a group that represents the interests of the shareholders in Make it York. Make it York is wholly owned by the council and as such is the sole shareholder.

2. PURPOSE

The shareholder committee is a body that represents the council's interests as the sole shareholder. The Shareholder committee provides a simple mechanism with which the Shareholder, in this case the council, can engage with the Board of Make it York. This is in order to maintain an element of control of the business without affecting the operational management.

2.1. Make it York structure



2.2. The key roles of Shareholder committee will be to:

- 2.2.1. Provide a public forum for which the performance of Make it York can be highlighted and monitored
- 2.2.2. Scrutinise the affairs and performance of Make it York against the agreed Commissioning contract and budget
- 2.2.3. Influence the appointment of Directors including pay packages
- 2.2.4. Influence the Make it York board on the direction of Travel of Make it York, and make recommendations on operational matters as highlighted by performance reporting.

2.2.5. Communicate the practical application of the Council's priorities to the Board and how the Company is able to contribute to them being attained;

2.2.6. Report to Executive on strategic matters where appropriate.

3. MEMBERSHIP

3.1. The membership is comprised of representatives of

Group/role	Current representative/ post holder
Chair (Independent Cllr)	Cllr J Hayes
Conservative	Cllr K Myers
Green	Cllr D Taylor
Labour	Cllr D Levene
Liberal Democrat	Cllr I Cuthbertson (Cllr C Cullwick substitute)
Director of Customers and Business Support Services	Ian Floyd

3.2. The Chair and Managing Director of Make it York will attend the committee to advise and comment when required.

3.3. The relevant Executive portfolio members will be invited to attend where appropriate to matters being discussed.

3.4. The committee's membership will be reviewed when required as dictated by the council's constitution.

3.5. Each committee member should ideally be empowered to represent the views of the entity they represent.

3.6. Each member may nominate a standing deputy to be notified in advance to the Director of Customers and Business Support Services.

3.7. All members shall be encouraged to take an active part in proceedings and appropriate support shall be provided where necessary to facilitate this.

4. MEETINGS

- 4.1. The shareholder committee will meet on a three monthly basis, at a date suitable to consider the previous quarter's performance information. Further ad hoc meetings may be arranged as determined by the committee Chair.
- 4.2. Members are encouraged to contribute to developing agendas where appropriate and should submit agenda items to the City of York Council Democratic Services team two weeks in advance of meetings to enable them to be considered and incorporated to the extent possible.
- 4.3. While in developing the Committee meetings to date have been held in private; future meetings will be held in public and in line with regular democratic meeting protocol. There may be particular matters or agenda items which are required to be considered in private due to commercial confidentiality, and these will be handled accordingly.
- 4.4. Minutes and agendas will be managed and published in accordance with usual democratic protocol.#

5. MONITORING & EVALUATION

- 5.1 As a new Committee being established, initially the terms of reference will be reviewed on an annual basis.