

<b>Committee:</b> Digital Services Sub Committee	<b>Date:</b> 28 March 2019
<b>Subject:</b> Annual Review of the Sub-Committee's Terms of Reference	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> John Cater, Town Clerk's Department	

### **Summary**

As part of the post-implementation review of the changes made to the governance arrangements in 2011, it was agreed that all committees should review their terms of reference annually. This enables any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

It is proposed to formally change the name of the Sub-Committee from the Information Technology Sub-Committee to the **Digital Services Sub-Committee**. Furthermore, it is proposed that the Sub-Committee assume responsibility for the *additional responsibilities of overseeing IT Security practices and compliance and the Data Protection compliance (all media including paper)*. The Terms of Reference of the Digital Services Sub-Committee are attached as an appendix to this report for your consideration.

### **Recommendation**

That the Sub-Committee:

- a) subject to any comments and agreement, approves the Terms of Reference of the Digital Services Sub Committee for submission to the Court (as a sub set of the Finance Committee Terms of Reference) as set out in the appendix 1;
- b) considers the frequency of meetings of the Sub-Committee; and
- c) agrees that any changes to the Terms of Reference required in the lead up to the appointment of Committees be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman.

### **Main Report**

#### **Review of the Committee's Terms of Reference and Frequency of Meetings**

- 1. There are two amendments which are proposed to the Committee's Terms of Reference.
- 2. These proposed amendments are set out within the Terms of Reference set out at Appendix 1.

3. In addition, Members are asked to consider the frequency of meetings for the Sub-Committee. Currently meetings of the Committee are scheduled to be held bimonthly. In 2019/20, six meetings of the Sub-Committee are scheduled.

## **Appendices**

- Appendix 1 – Digital Services Sub Committee Terms of Reference

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