



Digital Services Committee

Date: WEDNESDAY, 25 JANUARY 2023
Time: 1.45 pm
Venue: COMMITTEE ROOMS - WEST WING, GUILDHALL

SUPPLEMENTARY AGENDA

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

- a) Annual Review of Terms of Reference (Pages 3 - 6)
Report of the Town Clerk.

Item received too late for circulation in conjunction with the Agenda.

Michael Cogher
Acting Town Clerk and Chief Executive

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Committee: Digital Services Committee	Date: 25 January 2023
Subject: Annual Review of Terms of Reference	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	N/A
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Town Clerk & Chief Executive	For Decision
Report author: Blair Stringman, Town Clerk's Department	

Summary

As part of the implementation of the 2021 Governance Review, it was agreed that the cycle and process of annually reviewing the Terms of Reference of all Committees/Boards should be revised, to provide more time for Committees to consider and discuss changes before they are submitted to the Policy and Resources Committee. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council.

The terms of reference of the Digital Services Committee are attached as an appendix to this report for Members' consideration.

Recommendations

It is recommended that:

- the terms of reference of the Digital Services Committee, subject to any comments, be approved for submission to the Court of Common Council in April, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman;
- Members consider whether any change is required to the frequency of the Committee's meetings.

Appendices

- Appendix 1 – Terms of Reference

Blair Stringman

Governance Officer

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Appendix 1

KEAVENY, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 21 st April 2022, doth hereby appoint the following Committee until the first meeting of the Court in April, 2023.
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DIGITAL SERVICES COMMITTEE

1. **Constitution**

A Committee consisting of,

- up to 8 Members of the Court of Common Council
- the Chairman and Deputy Chairman (or the Chairman's nominees) of the Policy & Resources Committee (ex-officio)
- the Chairman and Deputy Chairman (or the Chairman's nominees) of the Finance Committee (ex-officio)
- the Chairman (or their nominee) of the City of London Police Authority Board(ex-officio)
- the Chairman (or their nominee) of the Bridge House Estates Board (ex-officio)

2. **Quorum**

The quorum consists of any four Members.

3. **Membership 2022/23**

- 1 (1) Aaron Anthony Joe Hasan D'Souza, *for two years*
- 1 (1) Timothy Russell Hailes, J.P., Alderman, *for two years*
- 1 (1) Judith Lindsay Pleasance, *for three years*
- 1 (1) James Richard Tumbridge, *for three years*
- 1 (1) Dawn Linsey Wright, *for three years*
- 1 (1) Paul Singh
- 1 (1) Sir Peter Estlin, Alderman
- 1 (1) Randal Keith Anderson, Deputy

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

4. **Terms of Reference**

To be responsible for:-

- (a) overseeing the risk management and risk assessment of all digital services to ensure that the services provided allow the effective delivering of the Corporation's and the Police's business operations;
- (b) overseeing IT and both physical and computer based Data Protection compliance;
- (c) ensuring the appropriateness and effectiveness of the Digital infrastructure and services for the City of London Corporation and the City of London Police;
- (d) ensure that all appropriate actions are taken to assure the security, resilience and sustainability of all Digital systems;
- (e) operating as an intelligent client for all major IT outsourcing arrangements which have been contracted to third parties;
- (f) overseeing effectiveness and value for money of the digital services provision in all departments and delivery of major digital projects;
- (g) approving the annual budget and capital programme for IT and Digital projects;
- (h) overseeing the delivery and progress of digital skills and culture change in the organisation;
- (i) overseeing the review and implementation of Digital, Information and Technology Strategies;
- (j) overseeing the delivery of the organisation's information management programme;
- (k) overseeing arrangements in respect of information governance; and
- (l) leading arrangements for cross-departmental informal workshops, designed to provide an opportunity to help identify departmental IT and Digital requirements and give in-depth scrutiny to IT and Digital Services projects.

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