



Digital Services Committee

Date: THURSDAY, 22 JANUARY 2026

Time: 1.45 pm

Venue: COMMITTEE ROOMS - WEST WING, GUILDHALL

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

a) Annual review of the Committee's Terms of Reference (Pages 3 - 6)

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

**Ian Thomas CBE
Town Clerk and Chief Executive**

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Agenda Item 6

Committee(s): Digital Services Committee	Dated: 22/01/2026
Subject: Annual Review of the Digital Services Committee Terms of Reference	Public: For Decision
This proposal: <ul style="list-style-type: none">• provides statutory duties• provides business enabling functions	N/A
Does this proposal require extra revenue and/or capital spending?	N/A
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
Report author:	Molly Carvill, Governance Officer

Summary

The annual review of the Digital Services Committee Terms of Reference enables any proposed changes to be considered in time for the annual reappointment of Committees and Boards by the Court of Common Council. The Terms of Reference for the Digital Services Committee are attached at Appendix 1 for Members' consideration.

Recommendation(s)

Members are asked to:

- Agree 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 2026, 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, Digital Services Committee

Molly Carvill

Governance Officer

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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 City Bridge Foundation Board (ex-officio)
- the Chairman (or their nominee) of the Barbican Centre Board (ex-officio)
- the Chairman (or their nominee) of the Board of Governors of the Guildhall School of Music and Drama
- a Chairman (or their nominee) of the City of London Independent Schools¹

2. Quorum

The quorum consists of any four Members.

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 and all data protection issues, to include receiving appropriate reports on breaches and supporting; the prompt reporting to all relevant authorities (e.g. ICO) once a breach has been identified;
- 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;

- 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;
- m) to act as the lead for digital services across the City of London Corporation and its institutions, including the City of London Police, Barbican Centre, Guildhall School of Music and Drama, and City of London Schools; and
- n) To act as the lead Committee for the Enterprise Resource Planning (ERP) programme.

¹ (To be agreed by those Chairmen)