

Committee(s): Policy & Resources Committee	Dated: 17 February 2022
Subject: Digital Services Committee	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	9
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: The Town Clerk and Chief Executive	For Decision
Report author: Polly Dunn, Principal Committee and Member Services Manager	

Summary

This report proposes draft terms of reference for a new Digital Services Committee.

Recommendation(s)

Members are asked to:

- Approve the draft terms of reference for the new Digital Services Committee for consideration by the Court of Common Council.

Main Report

Background

1. At its meeting in December 2021, the Court of Common Council approved a series of recommendations in response to the Governance Review.
2. These recommendations largely featured proposals for the deletion and consolidation of many Committees and Sub-Committees of the City Corporation. There were, however, proposals for the creation of two new Committees: the Pensions Committee and Digital services Committee.
3. The Pensions Committee is required in order to address essential legislative and regulatory changes. A report on the Pensions Committee can be found elsewhere on the agenda.
4. On digital services, it was felt that this sub-committee needed to be elevated to 'Grand' Committee status due to the fundamental significance and impact of digital services on the City Corporation (the role of which will only grow over time)

and the need to have the capacity to engage effectively with the various stakeholders across the organisation and beyond. It was felt that the Committee could provide the requisite coordination in approach and purpose. The Committee would also take on board responsibility for information governance, giving it a more robust and cohesive remit.

5. This report presents terms of reference for the standalone Digital Services Committee.

Current Position

6. Draft terms of reference for the Digital Services Committee have been provided at appendix 1.
7. The total proposed Membership of the Committee consists of up to 14 Members, six of whom are ex-officio based on the relevance of the work to Policy & Resources Committee, Finance Committee, the Police Authority Board and Bridge House Estates Board. The remaining eight are to be elected by the Court of Common Council. This ensures that the Committee stays within the guideline 12-15 strong memberships approved under the Governance Review.
8. In the event that the Chairman and/or Deputy Chairman do not wish to exercise their right of membership, it will be for the Chairman to determine a nominee or the nominees from their respective Committee.
9. It is proposed that for the initial appointments terms are staggered as follows: three four-year terms; three three-year terms; two two-year terms. This will ensure a blended turnover of membership over the coming years.
10. Quorum shall be any five Members, which is just over one third of the total Membership and standard across other Committees.
11. In terms of responsibilities of the Committee, this has largely been lifted from the existing Sub-Committee, with a few notable additions in the form of paragraphs (g), (h), (i), (j) and (k), with the additional reference to the "delivery of major digital projects" at paragraph (f).
12. In summary these additions grant the Committee additional powers in relation to the management of a relevant budget, oversight of necessary culture change, oversight of relevant strategies, delivery of an information management programme and information governance.
13. The revisions have been consulted upon by the Chief Operating Officer and Director of IT.
14. This Committee will be subject to a wider review of Governance changes to take place in the 18-24 months after its establishment. However, should there be an urgent need to reconsider arrangements, then this would be brought back to the Policy & Resources Committee at an earlier stage.

Implications

Strategic implications – It was determined under the Governance Review that this Committee will better enable the delivery of the City Corporation’s Corporate strategy.

Financial and resource implications – the move towards more efficient processes will inevitably lead towards reduced costs of bureaucracy and facilitate associated contributions to Target Operating Model and Fundamental Review savings.

Legal implications – None

Risk implications – As stated within the Terms of Reference at appendix 1, this Committee will be responsible for the risk management and risk assessment of all digital services.

Equalities implications – Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to advance equality of opportunity between people who share a protected characteristic and to take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people and encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low. The proposals contained in this report do not have any potential negative impact on a particular group of people based on their protected characteristics.

Climate implications – No direct implications.

Security implications – No direct implications but the revised governance structure should lead to changes to IT and Digital security across the City Corporation.

Conclusion

15. Members are invited to discuss the draft terms of reference and to suggest any amendments. These are to be approved for final consideration by the Court of Common Council

Appendices

- Appendix 1 – Draft Digital Services Committee Terms of Reference

Background Papers

[Governance Review: Report to the Court of Common Council \(December 2021\)](#)

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