

Committee: Digital Services Committee	Date: 22 November 2023
Subject: Annual Review of the Terms of Reference of the Digital Services Committee	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	For Discussion
Report author: Kate Doidge, Deputy 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. Therefore, this report is initially being brought before the Committee at its November meeting to allow time for proposed changes to be considered and developed at subsequent meetings.

This will enable any proposed changes to be considered at the Policy and Resources Committee in March 2024, in time for the re-appointment of Committees by the Court of Common Council in April.

Recommendations

It is recommended that:

- Members consider any changes to the Committee's terms of reference.

Main Report

1. The current Terms of Reference, as approved by the Court of Common Council in April 2023, are listed at Appendix 1.
2. In reviewing the Terms of Reference, it is proposed to Members of the Digital Services Committee to consider the following additions to the Terms of Reference:
 - To add: '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.'

- To add: 'To act as the lead Committee for the Enterprise Resource Planning (ERP) programme.'
3. Following consideration of any changes to the Committee's terms of reference, including those listed above, the terms of reference shall be received by the Committee at a future meeting, to be approved for submission to the Court of Common Council.

Appendices

- Appendix 1 – Court Order 2023/24 – Digital Services Committee

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