

## City of London Corporation Committee Report

<b>Committee(s):</b> Digital Services Committee	<b>Dated:</b> 30 <sup>th</sup> January 2025
<b>Subject:</b> Annual Review of Terms of Reference for the Digital Services Committee	<b>Public report:</b> For Decision
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b>	Town Clerk
<b>Report author:</b>	Kate Doidge, Governance Officer

### Summary

This report concerns the annual review the Terms of Reference of the Digital Services Committee, for the approval of previously suggested amendments before they are submitted to the Policy & Resources Committee, in time for the annual reappointment of Committees by the Court of Common Council.

The proposed amended Terms of Reference for the Digital Services Committee are attached at Appendix 1.

### Recommendation(s)

That Members agree that the proposed amended Terms of Reference for the Digital Services Committee (Appendix 1) be approved for submission to the Court of Common Council in April 2025, 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 Chair and Deputy Chair.

### Main Report

1. The City of London Corporation's Committees review their Terms of Reference annually.
2. The Terms of Reference were received by the Digital Services Committee at its meeting on 13<sup>th</sup> November 2024, to consider and discuss any changes, and to allow time for proposed changes to be considered and developed at subsequent meetings.

3. At this meeting, it was agreed that paragraph (d) of the Terms of Reference be amended to reflect that data breaches, when they occur, are reported to the Digital Services Committee. Officers took this action away for consideration and to draft appropriate wording, and the proposed amendment to the Terms of Reference can be found at Appendix 1.
4. In addition to amending the Terms of Reference to refer to the receiving of any data breaches, it is also suggested to refer to the reporting of lost / stolen devices, and the Committee's supporting the prompt reporting to all relevant authorities once a breach has been identified. The proposed amendment codify practice already occurring at the Committee. Again, the proposed amendment can be found at Appendix 1.
5. Following approval, the amended Terms of Reference shall be submitted to the Policy & Resources Committee, for onward submission to the Court of Common Council in April 2025.
6. It is therefore recommended that the Digital Services Committee approve the proposed amendment its Terms of Reference.

## **Appendices**

- Appendix 1 – Proposed Amendment to the Digital Services Committee Terms of Reference.

## **Kate Doidge**

Governance Officer

E: [kate.doidge@cityoflondon.gov.uk](mailto:kate.doidge@cityoflondon.gov.uk)