

City of London Corporation Committee Report

Committee(s): Digital Services Committee	Dated: 15 th May 2025
Subject: Report of Action Taken	Public report: For Information
This proposal: <ul style="list-style-type: none">• delivers Corporate Plan 2024-29 outcomes• provides business enabling functions	See background papers
Does this proposal require extra revenue and/or capital spending?	No
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:	Kate Doidge, Governance Officer

Summary

This report provides details of decisions taken under urgency between Committee meetings.

Recommendation

Members are asked to note the report.

Delegated Decisions Under Standing Order 40B

Digital Services Committee Terms of Reference

1. At its meeting on 30th January 2025, the Digital Services Committee were asked to consider and approve revised Terms of Reference. At a previous meeting, it was suggested that the Terms of Reference be amended to reflect that data breaches, when they occur, are reported to the Digital Services Committee. This is codifying current practice at Digital Services Committee. During discussion, Members of the Committee felt that the proposed amendment to section 4, paragraph (d) was not made clear that non-digital data breaches should also be included in the Terms of Reference.
2. It was therefore agreed that officers would re-draft the proposed amendment, and that approval of the final wording be delegated to the Town Clerk in consultation with the Chair and Deputy Chair of the Committee.
3. During the Delegated Authority process, the Assistant Town Clerk sought advice from the Comptroller and City Solicitor, as the ICO, about what impacts the proposed amendment to the Terms of Reference may have on their workload. The Comptroller and City Solicitor recommended that the word "appropriate" is incorporated into the amendment to be consistent with the Committee's current practice of receiving reports on high risk data breaches, rather than all data breaches. The Comptroller and City Solicitor advised that significant resources would be required if the Committee were to depart from current practice by requesting reports on all data breaches, including those that are low risk.
4. The Policy & Resources Committee, as the Committee responsible for governance, were asked at its meeting on 13th February 2025 to consider and approve revised Terms of Reference by the Court of Common Council's Committees. Policy & Resources Committee also Delegated Authority to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to consider and approve any subsequent changes to Committee Terms of Reference required ahead of the April 2025 Court of Common Council.
5. The Town Clerk therefore agreed, in consultation with the Chairman and Deputy Chairman of Policy & Resources Committee, and the Chair and Deputy Chair of Digital Services Committee, to approve the revisions to the Digital Services Committee Terms of Reference, for onward approval by the Court of Common Council.

Background Papers

Public Report – Annual Review of Terms of Reference for the Digital Services Committee

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Town Clerk's Department

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