

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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