

## **DIGITAL SERVICES COMMITTEE**

### **1. Constitution**

A Committee consisting of,

- up to 8 Members of the Court of Common Council
- the Chairman and Deputy Chairman (or the Chairman's nominees) of the Policy & Resources Committee (ex-officio)
- the Chairman and Deputy Chairman (or the Chairman's nominees) of the Finance Committee (ex-officio)
- the Chairman (or their nominee) of the City of London Police Authority Board (ex-officio)
- the Chairman (or their nominee) of the City Bridge Foundation Board (ex-officio)
- the Chairman (or their nominee) of the Barbican Centre Board (ex-officio)
- the Chairman (or their nominee) of the Board of Governors of the Guildhall School of Music and Drama
- a Chairman (or their nominee) of the City of London Independent Schools<sup>1</sup>

### **2. Quorum**

The quorum consists of any four Members.

### **Terms of Reference**

To be responsible for:-

- a) overseeing the risk management and risk assessment of all digital services to ensure that the services provided allow the effective delivering of the Corporation's and the Police's business operations;
- b) overseeing IT and both physical and computer based Data Protection compliance;
- c) ensuring the appropriateness and effectiveness of the Digital Infrastructure and services for the City of London Corporation and the City of London Police;
- d) ensure that all appropriate actions are taken to assure the security, resilience and sustainability of all Digital systems and all data protection issues, to include receiving appropriate reports on breaches and supporting; the prompt reporting to all relevant authorities (e.g. ICO) once a breach has been identified;
- e) operating as an intelligent client for all major IT outsourcing arrangements which have been contracted to third parties;
- f) overseeing effectiveness and value for money of the digital services provision in all departments and delivery of major digital projects;
- g) approving the annual budget and capital programme for IT and Digital projects;
- h) overseeing the delivery and progress of digital skills and culture change in the organisation;
- i) overseeing the review and implementation of Digital, Information and Technology Strategies;
- j) overseeing the delivery of the organisation's information management programme;
- k) overseeing arrangements in respect of information governance;

- l) leading arrangements for cross-departmental informal workshops, designed to provide an opportunity to help identify departmental IT and Digital requirements and give in-depth scrutiny to IT and Digital Services projects;
- m) 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; and
- n) To act as the lead Committee for the Enterprise Resource Planning (ERP) programme.

<sup>1</sup> (To be agreed by those Chairmen)