

**Report of: Executive Member for Finance, Performance and Community Safety**

<b>Meeting of</b>	<b>Date</b>	<b>Ward(s)</b>
<b>Executive</b>	28 September 2017	N/A

<b>Delete as appropriate</b>		Non-exempt
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**Subject: UPDATED TERMS OF REFERENCE FOR THE SHARED ICT AND DIGITAL SERVICE JOINT COMMITTEE**

**1. Synopsis**

- 1.1 At its meeting on 10 March 2016 the Executive agreed to establish a shared digital service with Camden and Haringey Councils and established the Shared ICT and Digital Service Joint Committee. The Terms of Reference for the committee were subsequently agreed at a Leader's Decision meeting on 1 September 2016.
- 1.2 Following a year in operation, the Shared ICT and Digital Service Joint Committee reviewed its Terms of Reference at its meeting on 19 June 2017 agreed a number of changes. These changes are now proposed to the Executive for agreement.

**2. Recommendation**

- 2.1 To agree the revised Terms of Reference for the Shared ICT and Digital Service Joint Committee attached to this report as Appendix 1 to come into effect from 1 October 2017.

**3. Background**

- 3.1 The main changes to its Terms of Reference agreed by the Shared ICT and Digital Service Joint Committee meeting on 19 June 2017 are as follows:
  - To change the name of the joint committee from 'Shared ICT and Digital Service Joint Committee' to the 'Shared Digital Joint Committee' to reflect the name of the shared service.

- To state that each Council 'should' nominate a substitute Member rather than for this to be an option.
- To ensure the 'Joint Committee Model' is included in the Terms of Reference as a model to review along with other company models as part of the Shared Digital Governance Options review.
- To be explicit about the frequency of the meetings; the intention is that the Shared ICT and Digital Service Joint Committee will meet at least three times a year.
- To clarify when the Chair will be rotated and that this should be in alphabetical order.
- To clarify that all 'Executive' decisions of the Shared ICT and Digital Service Joint Committee will be deemed 'key decision'. This is to avoid administrative decisions being treated as key decisions and added to the councils' Forward Plans
- To change the way the councils are listed in the Terms of Reference so that they are always listed in alphabetical order
- To undertake a tidy up of the language in the Terms of Reference for example using 'Shared Digital' as the name of the joint service.

3.2 Four overarching principles have been agreed for the operation of the Shared Service, these are:

- Be as light touch as is consistent with good governance to ensure that decisions can be made in the most efficient and effective way possible
- Avoid any form of 'separate duplicated decision making within each of the councils that undermine the integrated nature and spirit of the undertaking
- Facilitate, and not undermine, a potential move towards a public services company model in the future and
- Ensure appropriate levels of input and scrutiny for each council

3.3 The councils have set out an ambition to develop a light touch, efficient and effective governance framework with appropriate levels of input and scrutiny for each council. The review of the Terms of Reference and legal agreement will consider how the governance framework is currently working and whether changes are required to ensure it aligns to the overarching principles. This may require changes to be made to the legal agreement, Terms of Reference and council constitutions.

3.4 There are no adverse impacts from implementing the recommended changes outlined in this report; they are intended to provide greater clarity regarding the number of meetings to be held per year, how the venue and Chair will be rotated and that that 'Joint Committee model' will be reviewed alongside other company models.

## **4. Implications**

### **4.1 Financial Implications**

There are no financial implications arising from this decision.

### **4.2 Legal Implications**

The Local Authorities (Arrangement for the Discharge of Functions)(England) Regulations 2012/1019 empower the Leader and Executive to make arrangements to discharge their Executive functions jointly with another local authority through a Joint Committee created for that purpose. The Regulations confirm that when the arrangements are between three local

authorities and relate to Executive functions (which the IT function in a council is) then the arrangements are to be between the three Executives/Cabinets. Decisions of joint committees are binding on the participating councils. However, subject to the terms of the arrangement, the council retains the ability to discharge that function itself.

Accordingly, the Leader / Executive may agree the revisions to the Terms of Reference for the Shared ICT and Digital Service Joint Committee previously agreed at the Leader's Decision meeting on 1 September 2016.

#### 4.3 Resident Impact Assessment

The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

Bringing the three ICT services together is expected to have positive outcomes for residents, as it will help to accelerate progress on resident-focussed ICT projects that will improve residents' interactions with the council. The proposed changes to the Terms of Reference do not have any additional equalities impacts.

#### 4.4 Environmental implications

None.

### 5. Conclusion and reason for recommendation

Following a year in operation, the Shared ICT and Digital Service Joint Committee reviewed, its Terms of Reference at its meeting on 19 June 2017 and agreed to recommend a number of changes. These changes are now proposed to the Executive for agreement.

**Appendices:** Appendix 1 – revised Terms of Reference agreed at the Shared ICT and Digital Service Joint Committee meeting on 19 June 2017.

**Background papers:** None

**Signed by:**



14 September 2017

Date

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