

# Shared Digital Management Board of the London Boroughs of Camden, Haringey and Islington

## Establishment

1. These terms shall have effect from the first meeting of the Shared Digital Management Board (SDMB).
2. The Board shall be called the Shared Digital Management Board. It may be cited as “SDMB”.

## Membership

3. The Board shall comprise of not more than ten (10) senior officers, being:
  - a. the Director responsible for finance and/ or resources from each Council (or, on an exceptional basis, their delegate who must be of equal seniority)
  - b. a senior officer responsible for change/ digital or transformation from each Council
  - c. the Chief Digital and Information Officer (“CDIO”)
4. Only two senior officers from each Council should attend the meeting.
5. The Assistant Director Portfolio and Programmes (ie the lead for the SD Delivery Programme (see below)), shall also be a (non-voting) member of the Board.
6. Administrative support shall be provided by the SD Portfolio and Programmes team.
7. Each member of the SDMB will be responsible for taking a strategic view of the shared service and acting in the broader ICT and digital interests of the Councils.

## Meetings of the Shared Digital Management Board

8. The SPBM shall meet monthly, with provision for a second, informal, meeting each month during the setup of the shared service.
9. For the purposes of these Terms of Reference, a year is to run from 1 September to the following 31 August.
10. Additional meetings may be called, as required, by any of the members set out under 3a (above) or at the request of the CDIO.
11. Regular meetings shall be held at the venue or venues agreed by the SDMB. Additional meetings shall be held at a venue to be determined by the person calling the meeting.
12. Minutes shall be kept of each meeting. These shall take the form of actions and decisions agreed. Minutes of the immediately preceding meeting shall be presented to the SDMB for their agreement – such agreement to be indicated by the approval of

the Chair which shall be recorded in the minutes of the following meeting. Minutes shall be issued to all members of the SDMB within 10 working days of the meeting to which they relate.

13. Quoracy: Any meeting of the SDMB shall be quorate providing that at least one representative from each partner authority is present within 15 minutes of the scheduled start time.
14. Chair: The SDMB shall be chaired by the CDIO unless agreed otherwise. The Chair shall have the following functions:
  - determining the agenda for each meeting of the SDMB, in discussion with the other members of the SDMB
  - keeping order, calling speakers and ensuring the flow and direction of each meeting of the SDMB
  - making final decisions on venue for meetings where such a decision has not been made
  - ensuring that minutes are kept, circulated and agreed
15. Voting: It is preferable for decisions of the SDMB to be by consensus rather than by vote. However, where a vote is requested by 4 or more members:
  - the specific mechanism of such a vote shall be determined by those members of the SDMB present
  - there shall be no mechanism for a secret ballot
  - only those members present shall be able to cast a vote; there shall be no proxy or absentee votes.

### Responsibilities of the SDMB

The SDMB is consultative and informative to the Shared Digital Joint Committee and to the Chief Digital and Information Officer (the decision makers). The SDMB will play a key role in ensuring that key priorities for the Councils are reflected and optimised in the Shared Digital portfolio. It is the portfolio board for shared programmes, resolving conflict and ensuring that transformation effort is focused where needed. The SDMB will support the strategic management and delivery of the joint digital service to Camden, Haringey and Islington.

It will support:

16. Development of the business plan and strategy for approval by the Shared Digital Joint Committee, including key service objectives and investment priorities.
17. Ensuring that there are sufficient resources – both financial and non-financial – in place to achieve the key priorities and objectives for the service and providing high level updates to the Shared Digital Joint Committee as required by the Joint Committees terms of reference.
18. Monitoring and reporting, to the partner councils and Shared Digital Joint Committee, on Shared Digital's performance against agreed performance measures metrics, taking any corrective action as and when required. The portfolio reporting will include

all digital and technology initiatives, a combination of sovereign and SD projects/ programmes.

19. Leading on development and implementation of the financial strategy and investment priorities for the service.
20. Overseeing and agreeing the cost and benefit sharing framework, ensuring that it remains fair and appropriate for all partners.
21. Providing updates on the strategic business plan and performance to the Joint Committee.
22. Determining which reports going to the Shared Digital Joint Committee should be treated as Key Decisions
23. Development of the work plan for approval by the Shared Digital Joint Committee

### **Operational Management**

24. The Chief Digital and Information Officer (CDIO) shall be responsible for operational management of the Shared Digital Service and for ensuring that such operations give effect to the strategic direction set by the Joint Committee.
25. The CDIO shall provide assurance and reporting to the SDMB in respect of the operational position, financial and non-financial aspects of the Shared Digital Service.
26. The SDMB will not otherwise become involved in operational management or operational decisions, except where sought by the CDIO, or necessary due to unforeseen circumstances such as a vacancy in the office of CDIO.