

## **Shared ICT and Digital Service Joint Committee – Terms of Reference**

The Joint Committee shall be known as the “Shared Digital Joint Committee”

The Joint Committee is established under section 101(5) of the Local Government Act 1972, as applied by section 9EB of the Local Government Act 2000 and Part 4 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 by the Executives of each of the Councils and the delegations to cabinet and cabinet members are subject to this delegation.

### **Membership:**

- 1 The Joint Committee shall comprise of six members, two appointed by each of London Borough of Camden, London Borough of Haringey and London Borough of Islington (“the Councils”).
- 2 One member appointed by each council should be the Cabinet/Executive member responsible for information/digital technology
- 3 Every member appointed to the Joint Committee shall be a member of the Executive/Cabinet of their council. Should they cease to be a member of the Executive/Cabinet they will cease to be members of this Joint Committee. Political balance rules do not apply.
- 4 Each Council should nominate substitute Members who must be a member of the respective Executive/Cabinet to attend meetings of the Joint Committee, should an appointed member of the Joint Committee be unavailable or unable to attend a meeting of the Joint Committee. A substitute Member attending in the absence of an appointed member will have full voting rights.
- 5 Each Member of the Joint Committee shall be appointed annually but shall cease to be a member if s/he ceases to be a member of the Council appointing him/her or of its Cabinet/Executive or if removed by the relevant Leader.

### **Terms of Reference:**

The Shared Digital Joint Committee will:

- 6 Provide democratic oversight over the strategic delivery of Shared Digital provided to the councils through powers delegated to them by their Executives/Cabinets.
- 7 Approve the strategic service and financial plan for Shared Digital and the performance measures to ensure services are delivered to the agreed standard and within the resources provided by the Councils.
- 8 Receive updates on the Business Plan and the performance of Shared Digital.
- 9 Agree the procurement strategy and award contracts related to digital and IT spend where the total estimated value exceeds £2m revenue and/or £5m capital. Below these financial thresholds, authority to agree procurement strategies and award contracts is delegated to the Chief Digital and Information Officer

- 10 Suggest revisions to the Terms of Reference of the Shared Digital Joint Committee to be referred back to the Leaders and/or Executive/Cabinet of each of the Council's for approval.
- 11 Receive and consider a detailed report, within twelve months of the creation of the Joint Committee [by October/November 2017] that considers the Governance Model Options for Shared Digital and to make recommendations to the Cabinet/Executive of each of the Councils in respect of the report. Options to be evaluated to include the Joint Committee model as well as company models.
- 12 Delegate all matters not specified at 6-11 to the Chief Digital and Information Officer; and may delegate any matters within its terms of reference to a named officer of any of the councils. The Joint Committee shall not delegate a function to or create any Sub-Committees.
- 13 Notwithstanding delegation of any matters to an officer the Joint Committee may itself make decision on any such matters.

#### **Meetings of the Committee:**

- 14 The Shared Digital Joint Committee will meet at least three times a year. The venues of the meetings will be rotated in alphabetical order.
- 15 Further meetings may be called by the Head of Paid Service of any of the Councils as required.
- 16 Meetings of the Joint Committee shall be held at the venue or venues agreed by the Joint Committee or in respect of meetings called by a Head of Paid Service, at the venue determined by the person calling the meeting.
- 17 The Joint Committee shall appoint one of its members as Chair whose term of office shall run for one calendar year from appointment, unless that Member ceases to be a member to the Joint Committee. The Chair shall rotate between the boroughs alphabetically (i.e. Camden, Haringey, and Islington) unless otherwise agreed between the members of the Joint Committee. The new Chair shall be confirmed at the last scheduled meeting of the outgoing Chair's term.
- 18 A meeting of the Joint Committee shall require a quorum of one Member of each Council who are entitled to attend and vote.
- 19 Subject to the provisions of any enactment, all questions coming or arising before the Joint Committee shall be decided by a majority of the Members of the Joint Committee immediately present and voting thereon. Subject to the provisions of any enactment, in the case of an equality of votes the Chair shall have a second or casting vote but before exercising this, the Chair shall consider whether it is appropriate to defer the matter to the next meeting of the Joint Committee.

- 20 Any Member of the Joint Committee may request the Joint Committee to record the votes of individual Members of the Joint Committee on a matter for decision.
- 21 In its operation and functioning the Joint Committee shall, unless varied within these Terms of Reference, be governed and abide by the Camden Committee procedure rules and standing orders applying to Committees of the Council.
- 22 Any Member of the Councils who is not a Member of the Joint Committee is entitled to attend the Joint Committee but he/she shall not be entitled to vote. Any Member not a Member of the Joint Committee shall not take part in the consideration or discussion of any business, save by leave of the Chair.
- 23 Meetings of the Joint Committee will be open to the public except to the extent that they are excluded under paragraph 25.
- 24 All Executive decisions of the Joint Committee will be deemed Key Decisions.
- 25 The public may be excluded from a meeting of the Joint Committee during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information as defined in section 100A (3) of the Local Government Act 1972 or exempt information as defined in section 100I of the Local Government Act 1972 would be disclosed to them.
- 26 Each Council may call in any decision of the Joint Committee in accordance with the overview and scrutiny provisions of that Council's constitution. If any decision of the Joint Committee is subject to call in by a Council, the Joint Committee and officers shall take no irreversible action to implement that decision until after the call in process is completed.
- 27 All papers to be considered and/or decided on by the Joint Committee shall be provided to the Committee in electronic format. Members will receive the draft papers for comment 5 days prior to their publication.