

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**

**AGENDA  
ITEM NO**

**12 JULY 2018**

**6b**

<b>Report Title</b>	<b>TERMS OF REFERENCE FOR 2018/19 IT WORKING GROUP</b>
<b>Purpose of Report</b>	For the committee to determine the terms of reference for the Group for 2018/19
<b>Decision(s)</b>	<p><b>The Committee RESOLVES to convene the IT Working Group for 2018/19 on the following basis:</b></p> <ul style="list-style-type: none"> <li><b>(a)</b> The Group examine the issues and conduct its business as, outlined in Section 2 of the report;</li> <li><b>(b)</b> Membership shall comprise Cllrs Butcher, Cornell, Davies, Hayward, Baxendale and McCassey</li> <li><b>(c)</b> In the event that a representative can no longer attend, then their group leader can nominate a replacement member at the committee chair's discretion</li> <li><b>(d)</b> The T&amp;F group chair shall be Cllr Cornell.</li> </ul>
<b>Consultation and Feedback</b>	This report is the result of a proposal from the Leader to establish a working group, it has also been circulated to all group leaders
<b>Financial Implications</b>	<p>There are no financial implications arising directly from this report. The outcomes from the task and finish group may in themselves give rise to financial implications which must be considered in the reports back to the committee as set out in this report.</p> <p>David Stanley – Accountancy Manager (s151 Officer)  Tel: 01453 754100  Email: <a href="mailto:david.stanley@stroud.gov.uk">david.stanley@stroud.gov.uk</a></p>
<b>Legal Implications</b>	<p>It is proposed that the task and finish group will examine the relevant issues and develop proposals accordingly; consequently, there are no legal implications at this stage. Any specific legal issues which arise will be addressed in the reports to committee referred to below. r2106d2106c2206</p> <p>Mike Wallbank, Solicitor  <a href="mailto:mike.wallbank@stroud.gov.uk">mike.wallbank@stroud.gov.uk</a></p>
<b>Report Author</b>	Tim Power, Head of Business Service Planning
<b>Background Paper</b>	Members attention is drawn to the SOCITM review of IT service, report dated February 2018, which highlights the importance of IT and the need for effective IT strategy, setting out how we will use IT to support the strategic goals of the Council and regularly reviewed by members

## **1. BACKGROUND**

- 1.1 The Leader has previously proposed to Committee that the IT Working Group be convened to support officers to address the strategic recommendations outlined in the SOCITM report February 2018. This report sets out the proposed terms of reference for the Group.

## **2. ISSUES FOR CONSIDERATION**

The following issues are proposed for the Group's consideration:

- 2.1 In conjunction with Directors and Heads of Service, participate in the development of an over-arching vision for the Council's future application and investment in technology & our use of information. As a result of this, contribute to the development of IT, Information and Digital strategies which will set out how this will be achieved and supported by implementation plans.
- 2.2 Over see delivery of these strategies by holding the IT service to account against their delivery plans. If additional requirements arise (e.g. due to a change in legislation or an unexpected opportunity or threat) then new governance arrangements would assess the value of new proposals and would re-prioritise existing plans accordingly.
- 2.3 Contribute to the development of effective governance arrangements for the IT service.
- 2.4 Ensure that agreed strategies are delivered against agreed plans.

## **3. PRACTICAL ARRANGEMENTS**

- 3.1 It is proposed that:

- (a) the Group is cross party, comprising 5 members (2 Conservative, 2 Labour, 1 green and 1 Liberal Democrat );
- (b) the Chair of the Working Group is appointed by the Strategy and Resources Committee;
- (c) the Working Group meets in private with nominated officers, although the time and place of all meetings may be notified to all Members of Council.

- 3.2 As set out in the Decision Box to the report, various councillors have been nominated for membership and Cllr Cornell has been nominated to Chair the Group. The Committee is requested to resolve the appointments.

- 3.3 It is recommended that:

- (a) the development of the IT Strategy be addressed as a priority, with a report being submitted to Committee in October 2018; and
- (b) for the remaining items to be considered following this with a report back to committee in January 2019.

(c) that recommendations for the on going governance of our IT Strategy, are considered by the T&F Group and brought to S&R for discussion as part of the final report.

- 3.4 Given the timescales for implementation of the IT action plan, it is important that all Members appointed to the Group are able to commit to attend at least the majority of meetings over the next 6 months. Provisional meetings are currently being arranged and the committee will be verbally updated about these.
- 3.5 Officer support for the Group will come from the Director of Tenant & Corporate Services, the Head of IT and Head of Business Services Planning.

#### **4. Consultation**

- 4.1 SOCITM are to be appointed to advise the council on IT options, risks and best practice and in support of the following consultation:
- a) Work with service areas and staff to identify the best IT solution for their service needs and strategic direction over the medium term.
  - b) Members generally, i.e. beyond the membership of the T&F group.
  - c) Citizens and other stakeholders.
- 4.2 Workshops for staff and members to discuss IT use, the direction the Council wishes to go in terms of how we use IT to deliver efficient and convenient services for local citizens are to be set up. Details will be made available to members of S&R as soon as they are confirmed.