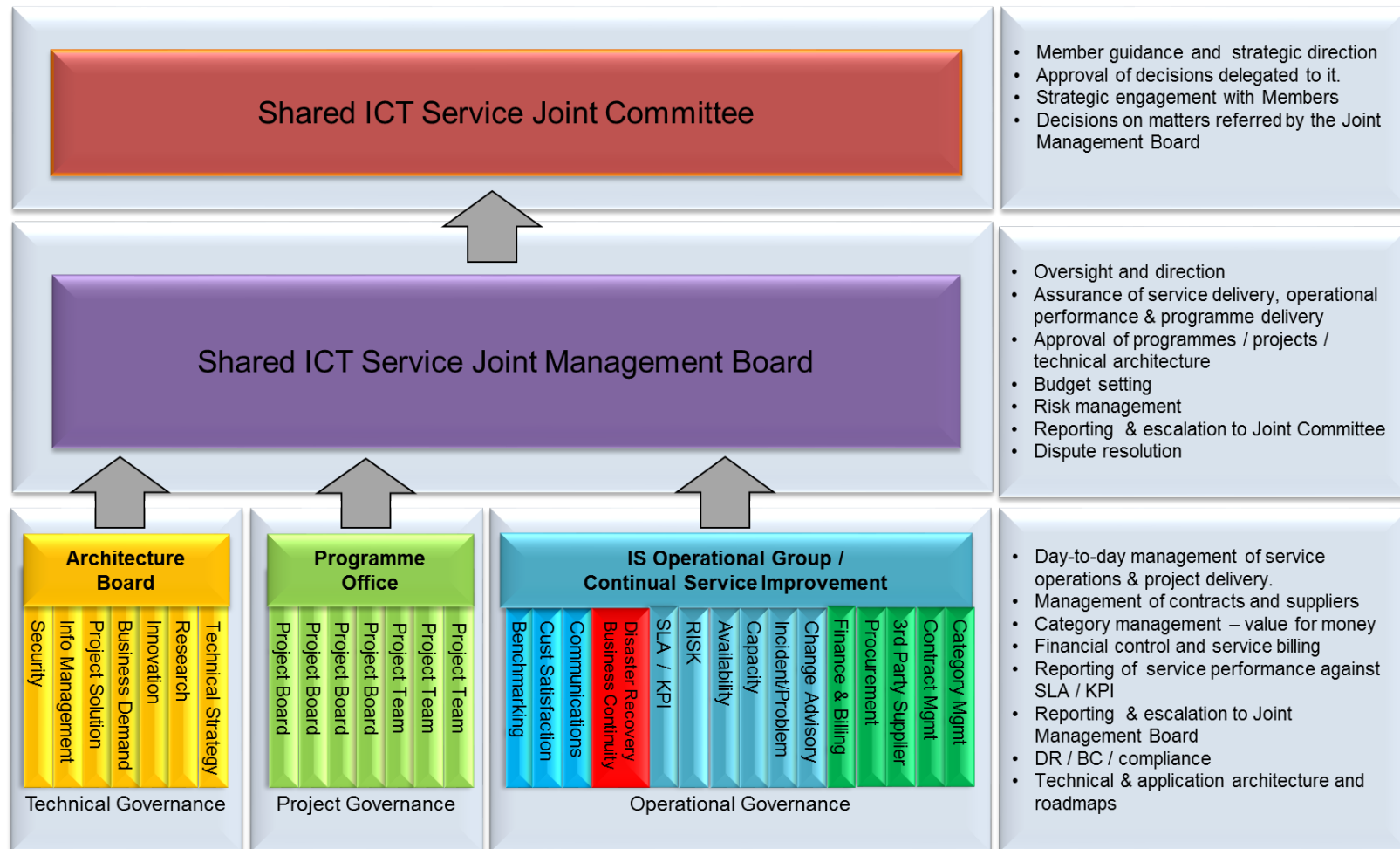


APPENDIX B

DRAFT - Governance and Terms of Reference



Overview of Shared ICT Service governance

SHARED ICT SERVICE JOINT COMMITTEE		
Members	Frequency:	2 meetings per annum
<u>London Borough of Brent / Lewisham / Southwark:</u> Two (2) Members from each partner authority	Venue:	Rotated between partners
Officer Attendees	Receives reports from:	Joint Management Board
<u>Brent:</u> Strategic Director Resources, Head of Digital Services Director of Performance, Policy & Partnerships <u>Lewisham:</u> Head of Strategy, Head of Technology & Change <u>Southwark:</u> Strategic Director Housing & Modernisation, Director of Modernise, Head of IT & Digital Services	Reports to:	Authority Cabinets
Terms of Reference	Agenda	
<ul style="list-style-type: none">Oversee implementation and delivery of shared ICT service.Sets key strategic direction and associated activities.Act as arbiter where there is a conflict in either direction or priority of each Council.Those matters for which it is identified as responsible for under the Inter-Authority Agreement for the three-way Shared ICT Service	<ul style="list-style-type: none">Apologies for absenceDeclaration of InterestMinutes of the Last Meeting and matters arisingProvision for public participationSubstantive items for considerationExclusion of the publicClosed items for consideration	

SHARED ICT SERVICE JOINT MANAGEMENT BOARD		
Officer Attendees	Frequency:	Every 2 months (or as agreed)
Brent: Strategic Director Resources, Head of Digital Services Director of Performance, Policy & Partnerships Lewisham: Head of Strategy, Head of Technology & Change Southwark: Strategic Director Housing & Modernisation, Director of Modernise, Head of IT & Digital Services	Venue:	As agreed by Chair
	Receives reports from:	Transition Project Board Head of Shared Service
	Reports to:	Joint Committee
Terms of Reference	Agenda	
<ul style="list-style-type: none"> To act as the decision making body in respect of any joint decision required to be taken by the Councils under Inter-Authority Agreement other than those that have been excluded and defined as Reserved Decisions. Senior level guidance, leadership and strategy in accordance with that agreed by Joint Committee Review performance and delivery (transitional activities, operational, projects, programmes) to assure service meets business requirements including:- quality, time, cost. Oversight of financial management and annually to agree and recommend budget for the Shared ICT Service to the respective councils. Approval of significant changes to scope or delivery of the service. Review risks, issues, data security and business continuity (including audit activities). Forum to highlight areas and initiatives of common interest. Review and recommend for approval contracts and purchases in accordance with the procurement protocol defined with the Inter-Authority Agreement. Preparation and submission of Committee and Cabinet reports. Resolution or progression of disputes referred to the board in accordance with the dispute resolution process. 	<ul style="list-style-type: none"> Review matters arising and actions Operational, service and programme delivery Review financial and other reports of the Head of Shared Service. Significant change approvals Shared Service development progress Significant Risks / Issues Agree the business for the Joint Committee Joint Communications plan Review and agree service plan (annually) Review and recommend budget (annually) 	

Joint Management Board – Terms of Reference