

## RECONSTITUTION OF INFORMAL GROUPS – MEMBERS IT WORKING GROUP

Services Select Committee -19 June 2012

Report of the: Corporate Resources Director

Status: For Decision

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This report supports the Key Aim of improving Service Performance in a cost effective way.

Head of Service Head of Legal and Democratic Services – Christine Nuttall

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**Recommendation:** The Committee is asked to decide whether the Members IT Working Group should continue to meet and if so, agree the membership for the 2012/13 municipal year.

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### Background

- 1 At the meeting of the Services Select Committee on 11 October 2005 it was suggested that a Members IT Working Group be set up to work closely with the Officers IT Group.
- 2 Draft terms of reference had been considered at the meeting of the Services Select Committee on 17 January 2006.
- 3 At the meetings of the Services Select Committee on 21 March 2006 and 10 June 2008 the following Terms of Reference were agreed:
  - “(a) The membership of the Group will be made up, where appropriate, of Members from the Services Select Committee with experience in IT applications.
  - (b) To provide another source of technical expertise and a sounding board on Information Technology matters rather than providing technical solutions on behalf of the Council.
  - (c) To analyse any proposed new IT systems to be introduced by the Council and to receive reports on existing Council systems, to monitor the Council’s development, implementation and operation of IT systems. This will cover all IT systems planned, owned and used by the Council and include Members’ and Officers’ lap-tops and Officers’ desk-top systems. However, the Group will concentrate upon the Council’s main business systems.
  - (d) To provide IT advice, when requested, to the Services Select Committee and, if appropriate, to the Leader of the Council as Portfolio Holder.
  - (e) To produce a work plan for the Group for approval by the Services Select Committee and to receive input on the Work Plan from the Committee.

(f) To report on its work, its conclusions and any suggestions to the Services Select Committee.”

- 4 The Working Group has continued to meet recently helping to produce the I.T. Strategy Action Plan 2012/15.
- 5 At the Services Select Committee meeting on 31 January 2012 (Minute 37), it was agreed that the Group continue to meet in order to work on the Disaster Recovery Plan due for renewal at the end of the year.

#### **Membership of the Members' IT Working Group**

- 6 The membership of the Group was confirmed at the meeting of the Services Select Committee on 21 June 2011 as:  
  
Cllrs. Abraham, Dibsall, Edwards-Winsler, Pett (Chairman) and Scholey.
- 7 Following the loss of Cllr. Dibsall, it was agreed at the meeting of the Services Select Committee on 31 January 2012 to appoint Cllr. Walshe to the vacancy.
- 8 However at the Annual Meeting of Council on 15 May 2012 Cllr. Walshe ceased to be a member of this Committee.
- 9 If the Committee were minded to keep the same membership this would mean that an appointment would need to be made to the existing vacancy created through the change of committee memberships agreed by the meeting of Annual Council.

#### **Risk Assessment Statement**

There is no risk attached to this report as long as the Members' IT Working Group follows the correct decision-making procedures in attempting to implement initiatives.

Sources of Information: Services Select Committee Minutes: 11.10.05, 17.01.06, 05.06.07, 10.06.08, 21.06.11

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