

# **Business Technology Board**

## **Terms of Reference and Conduct of Business Protocol**

### **Role and Function**

1. The Board will:
  - Ensure that technology remains a key component of the Council's service delivery arrangements and community plans, including:
    - Developing and keeping under review a programme of technology related projects and activities to achieve improvements in service delivery and efficiency, and
    - Developing and keeping under review the Council's strategic approach to ICT and electronic service delivery.
  - Oversee the implementation of the Council's ICT strategy and review it regularly.

### **Constitution**

2. The Board is an informal member/officer working group comprising four elected members, which will include the Council's Member Business Technology Champion and relevant portfolio holder, and four officers.
3. The Council's Member Business Technology Champion will chair the Board.
4. Political balance and substitution rules will not apply.
5. The elected members will be appointed annually by the Council.

### **Reporting Line**

6. The Board will report progress on its work to the Executive Committee, through the notes of its meetings and through the Board Chairman.

### **Access to and Attendance at Meetings**

7. Meetings will not be open to the press and public

### **Papers for Meetings**

8. Agenda and notes of meetings will go to the members of the board and be made available to group leaders and deputies, the Chairman of the Overview and Scrutiny Committee, and appropriate officers.
9. Agendas will not be available for inspection by the press and public, but notes of meetings will be reported to the Executive Committee and will therefore be made available for public inspection.

### **Operating Procedures and Report Styles**

10. The Board will meet as and when necessary.
11. The format of meetings and the style of reporting will be informal.

## **Chairman's Role**

12. Responsibility for the progress of the work of the Board rests with the Chairman.
13. The Chairman will agree the business of each meeting, in consultation with officers.
14. The Chairman will liaise with the Chairmen of the Executive Committee and the Overview and Scrutiny Committee to ensure that their work is co-ordinated and unnecessary duplication avoided.
15. Press releases or comments to the press on progress on any matter within the Board's remit will be made through the Chairman, subject to the following:
  - Press releases will be co-ordinated through the Chief Executive's Office and, in particular, will not commit the Council to any action or expenditure
  - Prior to making any comments to the press, the Chairman will take advice from group leaders where appropriate.

## **Officer Support**

16. The Head of Finance and Resources will be the lead officer for the Board.
17. Officer support and attendance at Board meetings will be appropriate to the needs and purpose of the meeting.
18. The Democratic Services Section will work closely with the Board's Chairman and the lead officer on setting up meetings and determining the business for meetings. After each meeting notes of the outputs and actions required will be prepared and circulated to Board members and appropriate officers. The notes will be reported to the Executive Committee.
19. The Democratic Services Section will maintain a review of agreed actions and monitor progress and report regularly thereon to the Chairman and the Board.

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