

# Shared Digital Joint Committee

## of the London Boroughs of Camden, Haringey and Islington

### Constitution

In exercise of their powers under the Local Government Act 1972, the Local Government Act 2000, the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and all other enabling powers the Councils (which for this purpose includes Camden's Cabinet, Haringey's Cabinet and Islington's Executive) shall establish a joint committee to be known as the 'Shared Digital Joint Committee' with effect from 1 April 2018.

Each Council hereby empowers the Shared Digital Joint Committee to discharge on their behalf the functions set out in paragraphs 6 to 16 below (together known as 'the Agreed Functions')

### Membership

1. The Shared Digital Joint Committee shall be strategically focused and comprise of six members, two appointed by each of London Borough of Camden, London Borough of Haringey and London Borough of Islington ("the Councils"). Together these are referred to below as the Appointed Members.
2. One member appointed by each council should be the Cabinet/ Executive Member responsible for information/ digital technology.
3. Every member appointed to the Shared Digital Joint Committee shall be a member of the Executive/ Cabinet of their Council.
4. Each Council should nominate named substitute Members who must be a member of the respective Executive/ Cabinet to attend meetings of the Shared Digital Joint Committee in the event an appointed member of the Joint Committee is 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 and shall be considered an appointed member for the purposes of these terms of reference when acting as a substitute at a meeting of the Joint Committee.
5. Each Member of the Shared Digital 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. Following the delegation of those parts of the executive function of ICT services (as set out in the inter-authority agreement) from Haringey and Islington Councils to Camden's Executive, provide strategic and democratic oversight over the Shared

Digital service provided to the Councils by Camden. It will be guided by the behaviours success factors set out in the Memorandum of Understanding between the Councils.

7. Be responsible for the strategic direction of Shared Digital including (without limitation) approval of the business plans and strategies for Shared Digital to which all decisions taken by Camden as host authority shall comply.
8. Receive updates and monitor high level progress on business plans, financial budgets, high-level operational performance, and strategies.
9. Agree the procurement strategy and then make the decision to award contracts related to digital and IT spend in all three Councils whether the systems are shared or located in one of the Councils only where the total estimated value of the contract is:
  - (i) £2m or more revenue or £2m or more capital per Council; or
  - (ii) where jointly the estimated value is £6m revenue or more or £6m capital or more
10. Approve restructuring proposals involving more than twenty posts.
11. Consider exceptional matters referred to it by the Shared Digital Management Board.
12. The Shared Digital Joint Committee may further delegate its functions to an officer on a case by case basis but shall not delegate a function to any Member or create any Sub-Committees.
13. Notwithstanding delegation of any of its functions to an officer by the Shared Digital Joint Committee, the Shared Digital Joint Committee may itself make the decision on any such matters.
14. 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.
15. Approve the work plan of the Joint Committee but this does not prevent additional items being added to the work plan as and when required throughout the municipal year as agreed by the Joint Committee or otherwise considered urgent
16. Recommend to the Councils for approval the budget requirement for Shared Digital for each financial year.

### **Meetings of the Committee**

17. The Shared Digital Joint Committee will meet at least three times a year. The venues of the meetings will be rotated by borough in alphabetical order (ie Camden, then Haringey, then Islington).
18. Further meetings may be called by the Head of Paid Service of any of the Councils as required.

19. Meetings of the Shared Digital Joint Committee may, after consultation with the Chair, be cancelled if there is insufficient business to transact or some other reason warranting cancellation. The date of the meeting may be varied after consultation with the Chair and Appointed Members of the Shared Digital Joint Committee
20. The Shared Digital Joint Committee shall appoint one of the Appointed Members as Chair at the first meeting of the municipal year, whose term of office shall run for one calendar year unless that Appointed Member ceases to be a member to the Joint Committee. The Chair shall rotate between the boroughs alphabetically (i.e. Camden, Haringey, and Islington) at the first meeting of the municipal year unless otherwise agreed between the Appointed Members of the Joint Committee. Haringey will hold the Chair until May 2019 at which point it will pass to Islington, unless otherwise agreed between the Appointed Members of the Joint Committee.
21. A meeting of the Shared Digital Joint Committee shall require a quorum of one Appointed Member of each Council who are entitled to attend and vote.
22. Subject to the provisions of any enactment, all matters coming or arising before the Joint Committee requiring a vote shall be decided by a majority of the Appointed 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.
23. Any Appointed Member of the Shared Digital Joint Committee may request the Joint Committee to record the votes of individual Appointed Members of the Joint Committee on a matter for decision.
24. In its operation and functioning the Shared Digital 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. The rules of debate in operation in the London Borough of Camden as set out in its Constitution shall apply.
25. Any member of the Councils who is not an Appointed Member of the Shared Digital Joint Committee is entitled to attend the Joint Committee but he/she shall not be entitled to vote. Any member not an Appointed Member of the Joint Committee shall not shall not take part in the consideration or discussion of any business, save by leave of the Chair.
26. Meetings of the Shared Digital Joint Committee will be open to the public except to the extent that they are excluded under paragraph 27.
27. The public may be excluded from a meeting of the Shared Digital 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.

28. 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.
29. All papers to be considered and/ or decided on by the Joint Committee shall be provided to the Committee in electronic format. Appointed Members will receive the draft papers for comment 10 working days prior to their publication in accordance with the business process set out in the Inter-Authority Agreement.
30. The Chair may vary the order of business and take urgent items as specified in the Access to information Procedure Rules Requirements set out in Camden's constitution at his/her discretion. The Chair shall inform the Appointed Members of the Shared Digital Joint Committee and Appointed Directors of the Shared Digital Management Board prior to allowing the consideration of urgent items. The reasons for urgency shall be agreed by the Chair and recorded in the minutes.

### **Host Borough/ Accountable Body Arrangements**

31. The London Borough of Camden is the host authority accountable for Shared Digital.

### **Administration**

32. Administrative support for the meetings of the Joint Committee will be provided by the Host Authority and will be formally designated as clerk to the Joint Committee with responsibility for the provision of administrative support.

### **Dispute Resolution**

33. Any dispute that arise as a result of these terms of reference shall be dealt with in accordance with the Councils' Inter-Authority Agreement.