

## East Herts Council and Stevenage Council Joint Information Communication Technology Committee

### Purpose

This is a joint committee of the Executives of Stevenage Borough and East Hertfordshire District Councils, under the provisions of section 10 of the Local Government Act 1972 and all regulations made thereunder.

The terms of reference of the committee are as follows:

- a) To recommend the ICT Strategy to the constituent Councils;
- b) To approve the annual service plan for the Shared ICT Service;
- c) To receive explanations of variances in service performance against the agreed service plan;
- d) To approve the expenditure within the budget of the shared service and where so delegated determine requested virements within that budget;
- e) To give initial consideration to future development of the shared service and any changes in legislation that may affect service delivery and make recommendations thereon to the Executive or officers; and
- f) Where it is considered appropriate, provide reports to the Executives of the constituent councils.

### Constitution of the Committee

The Joint Information Communication Technology Committee is constituted as a joint committee of the partner councils. Each partner council shall nominate consist of three named elected Members to the Committee from each council with full voting rights. It shall be for each partner council to determine the mechanism for

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making these appointments. The Members appointed shall serve on the committee until successors in office are appointed.

~~The Joint Committee shall at its first meeting each year, elect one of its Members to be Chair and one of its Members to be Vice-Chair, with the chair from one Council and the Vice Chair from the other. These positions shall be rotated annually. The Chair and Vice-Chair shall unless they resign or cease to be Members of the Joint Committee, continue in office until their successors have been appointed.~~

### **Quorum**

The quorum of a meeting of the Joint Committee will be three elected members, with at least one from each council. If at any part during a meeting, a quorum is not present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair.

### **Chairman**

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### **Voting**

Matters will be decided by the Joint Committee by a simple majority of those Members voting and present in the room at the time the question was put. The Chair shall take the votes by a show of hands. If there are equal votes for and against, the Chair may exercise a

second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote, save that if no second or casting vote is made, the proposal will automatically fail.

### **Administration**

The Access to Information Rules (as set out in the Constitutions of the constituent councils) to apply to all meetings.

Each constituent council will act as host for the meeting in alternate years and the hosting council will ensure the ~~Each constituent council acts as host to the meetings in alternate years, with the relevant host council~~ convening those meetings, distributing the agenda, clerking the meetings and producing the minutes.

Meetings to be held, as a minimum, in January (service planning for coming year) and October for budgets and mid-year service plan review. Should the Committee deem it appropriate, additional meetings may be held. Constituent councils are to liaise to confirm mutually suitable times/dates.

### **Review**

The constituent councils will review the Joint Committee's terms of reference annually.