Future IT Platforms Joint Working Group – Draft Terms of Reference

1. **Purpose**
South Hams District Council and West Devon Borough Council have agreed to set up a Joint Working Group to consider options and opportunities to deliver our future IT platform which will be key to delivering future efficiencies and ensuring an improved customer experience.

2. **Membership and quorum**
   - Total membership of the JWG shall not exceed 10 Members, 5 from each Council
   - The Chair of the meeting shall be nominated by the JWG Members of the Council hosting the meeting
   - Each Council will decide whether its appointees to the JWG will be politically balanced.
   - The quorum for meetings shall be at least three members from each Council
   - Each member of the JWG shall have one vote and issues will be decided by a simple majority
   - The JWG may invite consultants, specialist advisors and officers to provide advice and information and/or attend JWG meetings in an advisory capacity.

3. Meetings

   - The frequency of its meetings will be determined by the JWG
   - An agenda and associated papers will be made available to the JWG at least 5 days before the date of the meeting
   - The venue for the meetings will normally alternate between West Devon and South Hams' offices unless otherwise agreed by the JWG. Where possible, skype will also be an option.
   - JWG meetings will not be open to the public
   - All members are entitled to attend JWG meetings but cannot participate or vote.
   - A summary of the JWG meetings will be made available to all members through the Member bulletin

4. Remit

   - To consider the options for the future Information Technology platforms which are common across both Councils
   - Consider contract awards where officers have delegated authority or make recommendations to Hub/Executive/Council where further approval is required.
   - Receive project progress updates and ensure that the wider Membership is kept updated
   - Approve progression at key project gateways to the next phase of the project
   - Participate in User Acceptance Testing ("UAT") in respect of customer facing element and ensure that UAT of all other system elements is completed before go live

5. Overview & Scrutiny Committee and Overview & Scrutiny Panel

   - The respective Overview & Scrutiny bodies will monitor progress of the work of the JWG, receiving quarterly project updates (or more frequently where required)

6. Changes to the terms of reference for the Joint Working Group

   - Minor amendments (as determined by the Monitoring Officer) to the terms of reference may be made by the Chief Executive in consultation with the Leaders

- Any other amendments shall be made by the respective Councils

Date agreed: