TERMS OF REFERENCE OF

IT WORKING GROUP

June 2019

[PURPOSE / ROLE](#_gjdgxs)

[OBJECTIVES](#_30j0zll)

[MEMBERSHIP](#_1fob9te)

[REPORTING REQUIREMENTS](#_2et92p0)

Reference:

A. Transparency code for smaller authorities (htt1)

B. NALC LTN 38

# PURPOSE / ROLE

* 1. The purpose of the Working Group is to review all NLPC IT ( (communication, hardware and software), with a view to improving the efficiency and productivity of the Parish Council, to ensure that it meets all statutory requirements and provides the best quality service to the Parish.
  2. The activities of this Working Group will be ongoing. Regular reviews of Parish Council working practices will be undertaken and recommendations for change made.

* 1. The Working Group was established by NLPC and its membership was endorsed at the Annual PC Meeting held on Monday 20th May 2019

# OBJECTIVES

* 1. Review and map the current working and communication processes for the Parish Council and make recommendations for change.
  2. Identify all statutory IT requirements.
  3. Review PC documentation inline with Transparency’ regulations and Data Protection legislation.

# MEMBERSHIP

* 1. Membership of the Working Group will be:
     1. Cllr Pete Burrows (Chair)
     2. Cllr Tim Smith
     3. John Willoughby (Parish Clerk)
     4. Cllr Wayne Bishop

The Group may co-opt other members as necessary. The Working Group will consult widely to establish best practice.

# REPORTING REQUIREMENTS

* 1. The Working Group will report to the Parish Council as required at PC meetings.