

# **North Luffenham Parish Council**

## **I.T Working Group**

Terms of reference

**1. Purpose**

The I.T. Working Group is established by the Parish Council to support the effective management, development, and security of the Council’s information technology systems. The Working Group will review matters relating to digital infrastructure and online services in detail and make recommendations to the Full Council. It does not have delegated powers to make decisions on behalf of the Council.

**2. Objectives**

The Working Group will:

* Review and make recommendations on the Council’s I.T. systems, software, and digital tools.
* Support the development and maintenance of the Council’s website and online communication channels.
* Consider data protection, cybersecurity, and compliance with relevant legislation (e.g. GDPR).
* Identify opportunities to improve efficiency through technology and digital solutions.
* Review I.T. contracts, licences, and service providers and make recommendations to Full Council.
* Provide advice on the procurement of I.T. equipment, software, and support services.
* Make recommendations to Full Council on any other I.T. matters referred to it.

**3. Membership**

* Membership will be determined by the Parish Council at a full meeting.
* The Working Group will normally consist of 3–5 councillors, including the Chair of the Council.
* Members must comply with the Council’s Code of Conduct at all times.
* The Chair of the Working Group will be elected by its members at the first meeting following its formation or the Annual Council Meeting.

**4. Meetings**

* Meetings will be held as required.
* The Working Group may meet virtually or in person, as permitted by legislation and Council policy.
* The Chair will provide administrative support, including circulating agendas and notes of meetings.

**5. Reporting**

* The Working Group will report to Full Council.
* Notes of meetings, with any recommendations, will be submitted to the next available Council meeting for consideration and approval.

**6. Authority**

* The Working Group has no delegated authority to make decisions or incur expenditure on behalf of the Council.
* All recommendations must be ratified by the Full Council.

**7. Review**

* These Terms of Reference will be reviewed annually by the Parish Council.