

## Part A

**Report to:** Cabinet  
**Date of meeting:** 11 September 2017  
**Report of:** Head of Service Transformation  
**Title:** Revision to Digital Watford Board Terms of Reference

### 1.0 **Summary**

- 1.1 Cabinet on 6 June 2016 approved the establishment of the Digital Watford Board.
- 1.2 At its first meeting on 27 July 2016 the Digital Watford Board approved the proposed Terms of Reference, which can be found as Appendix 1 of this report.
- 1.3 The Head of Service Transformation, who came into post at the beginning of May 2017, has reviewed these terms of reference following discussions with various Board members. In summary the conclusion of this review, which was discussed and agreed at the Digital Watford Board on 24 July 2017, was that thinking had moved on considerably since the initial Terms of Reference were developed and that therefore revisions should be made with the following conclusions:
1. Watford 2020 as the internal council transformation programme should report to Cabinet and be reviewed by Overview and Scrutiny Committee
  2. Digital Watford is an outward-facing programme of work about implementing and exploiting a digital infrastructure in Watford and should report to a revised Digital Watford Board
- 1.4 Revised membership and Terms of Reference were reviewed and approved, but require Cabinet agreement to these changes.

### 2.0 **Recommendations**

- 2.1 That the Digital Watford Board Terms of Reference should be amended as indicated in section 3.3 below.
- 2.2 That the new membership of Digital Watford Board as indicated in section 3.4 be noted.
- 2.3 That a report on the Watford 2020 Programme be brought to Cabinet on 9 October 2017 with Highlight reports being taken to Overview and Scrutiny thereafter for the duration of the Programme.

**Contact Officer:**

For further information on this report please contact: Andrew Cox, Head of Service Transformation  
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**Report approved by:** Andrew Cox, Head of Service Transformation

**3.0 Detailed proposal**

- 3.1 The Head of Service Transformation, who came into post at the beginning of May 2017, has reviewed the existing terms of reference of Digital Watford Board following discussions with various Board members. In summary the conclusion of this review, which was discussed and agreed at the Digital Watford Board on 24 July 2017, was that thinking had moved on considerably since the initial Terms of Reference were developed and that therefore revisions should be made with the following conclusions:
1. Watford 2020 as the internal council transformation programme should report to Cabinet and be reviewed by Overview and Scrutiny Committee
  2. Digital Watford is an outward-facing programme of work about implementing and exploiting a digital infrastructure in Watford and should report to a revised Digital Watford Board
- 3.2 The Digital Watford Board on 24 July 2017 agreed that the vision for Digital Watford should be that “Businesses and residents in Watford will exploit a cutting edge digital infrastructure to transform the way they work, live and recreate” and therefore that the objectives of the programme of work should be:
1. Implement town-wide technologies (LoRaWAN, town centre wi-fi etc)
  2. Raise awareness of technologies and support / facilitate their take-up and usage
  3. Support development of the town through use of digital platforms
- 3.3 To deliver this vision and these objectives revised Terms of Reference for the Digital Watford Board were proposed and agreed, subject to approval by Cabinet:
- Commission and recommend to cabinet and then oversee delivery of a Digital Watford Strategy to implement a cutting edge digital infrastructure in Watford
  - Raise awareness of the town’s digital infrastructure and the capabilities it provides with:
    - Residents

- Businesses
- Public sector bodies
- Watford Borough Council
- Support and encourage the exploitation of this infrastructure within the town
- Measure the value and benefits delivered through exploitation of the digital infrastructure
- Recommend to Cabinet any additional resources required to deliver the infrastructure and encourage its usage
- Encourage learning from best practice across the UK and globe

3.4 Revised membership of the Board was proposed and agreed to more appropriately support the delivery of the revised objectives and terms of reference:

Councillors:

- Councillor Mark Watkin – Chair
- Councillor David Barks
- Councillor Karen Collett
- Councillor Rabi Martins
- Councillor Ahsan Khan

Officers:

- Andrew Cox – Head of Service Transformation

External members:

- Watford and West Herts Chamber
- Watford BID
- West Herts College
- Watford UTC
- Hertfordshire County Council

3.5 It was agreed that meetings should be bi-monthly with an aspiration to make use of social media and other digital methods of communication in between and as part of the formal meeting structure.

3.6 It was also proposed and agreed that the meeting should become a publicly accessible meeting.

## 4.0 **Implications**

### 4.1 **Financial**

4.1.1 The Shared Director of Finance comments that there are no financial implications contained in this report.

### 4.2 **Legal Issues (Monitoring Officer)**

4.2.1 The Head of Democracy and Governance comments that Digital Watford Board is a working group set up by Cabinet. As it is proposing membership from representatives outside of the council it cannot have any decision making powers. Its meetings can, however, be open to the public, on the same terms as other council meetings. This will require all agendas and papers to be published at least five clear days before the date of the meeting.

### 4.3 **Potential Risks**

There are no potential risks associated with this report.

## **Appendices**

Appendix 1 – Digital Watford Board Terms of Reference – agreed 27 July 2016

## **Background Papers**

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

- Revised responsibilities and terms of reference for the board – Digital Watford Board presentation 24 July 2017
- Minutes for Item 3 – Digital Watford Board 24 July 2017