

## Part A

**Report to:** Cabinet  
**Date of meeting:** 5 March 2018  
**Report of:** Head of Service Transformation  
**Title:** Revision to Digital Watford Board meeting schedule

### 1.0 **Summary**

- 1.1 Cabinet on 6 June 2016 approved the establishment of the Digital Watford Board.
- 1.2 On 11 September 2017, Cabinet approved an amendment to the membership and Terms of Reference of the Digital Watford Board, following discussions between the Head of Service Transformation and other Digital Watford Board members.
- 1.3 The current Terms of Reference are considered appropriate for the objectives of the Board. However, approval from Cabinet is requested to alter the format and regularity of Digital Watford Board meetings, as outlined in 3.2, from the new municipal year.

### 2.0 **Recommendations**

- 2.1 That the Digital Watford Board meeting schedule and approach for the new municipal year should be amended as indicated in section 3.2 below and that the Head of Service Transformation in consultation with the Portfolio Holder are given the delegated authority to amend this schedule as appropriate and make any other changes necessary to the operation of the Board.

#### **Contact Officer:**

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**Report approved by:** Andrew Cox, Head of Service Transformation

### 3.0 **Detailed proposal**

- 3.1 The existing Digital Watford Board membership maintain that it is important for the council to have a political and executive oversight of the development and implementation of digital technology across the town. As such, the formal Digital

Watford Board meetings are a useful and necessary vehicle. However, in order to facilitate discussions and ongoing relationships between other local organisations, and members of the Digital Watford Board, it is believed that more informal meetings, of a seminar format away from the Town Hall would also be of benefit to encourage debate, working relationships and ownership amongst the membership of the Board.

3.2 It is therefore proposed that the Digital Watford Board hold at least one formal board meeting, open to the public and held at Watford Town Hall, per annum, supplemented by at least one informal seminar event per annum, ideally hosted by another organisation on the board.

#### 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. It is proposed that these requirements apply to the bi-annual Digital Watford Board meeting at Watford Town Hall.

#### 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 2017

## **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
- Minutes for Item 7 – Cabinet, 11 September 2017

## **File Reference**

- <http://modgov/ieListDocuments.aspx?CId=312&MId=1894>