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## Digital Glasgow Board TERMS OF REFERENCE

### 1. Purpose

The purpose of the revised “Digital Glasgow Board” will be:-

1. To provide strategic leadership, engage with elected members, council officers and other relevant stakeholders as the Board sees fit, to develop the Digital Glasgow Strategy;
  - a. This strategy and associated action plan will then be submitted to the City Administration Committee, and the relevant City Policy Committees, for agreement.
  - b. The Board will ensure that there is sufficient evidence collected to allow this Council to perform its scrutiny function in the implementation of the action plan, and will provide further reports to the City Administration Committee.
  - c. The Board will work on a cross-cutting basis with the relevant City Policy Committees, Conveners, services, ALEOs and the City Administration Committee to review and assess the implementation of the Digital Glasgow Strategy.
  - d. The Board will ensure that the application of digital technology is scrutinised in terms of protecting privacy, security of systems and data, equality, and, for non-personal data, promoting openness and transparency
  - e. The Digital Glasgow Strategy will include:
    - i. Maximising the opportunities presented by digital technology to empower communities and citizens, transform public services, further digital inclusion, so as to promote inclusive economic growth, deliver broader improved outcomes for citizens and, fulfil other priorities laid out in the Council’s strategic plan.
    - ii. Identified priorities for investment in digital assets across the Council family, and work to ensure that these investments are scalable, resilient, reliable, and secure and comply with legislation.
    - iii. Identified priorities for investment in digital infrastructure across the City to enable and promote greater investment into the City.
2. To provide regular assessment of the potential opportunities presented by digital technology, outwith those presented in the Strategy document;
  - a. recommend ways that this Council may exploit those opportunities,
  - b. And present those recommendations for agreement to the relevant City Policy Committee and/or, if necessary, the City Administration Committee.
3. To identify and recommend opportunities to attract digital investment to the city.
4. To provide leadership and forward thinking approaches to develop partnership working across the Council family, within the wider Glasgow community, and outwith the city’s boundaries.

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5. To provide oversight of marketing and promotion of Glasgow's digital ambitions and achievements.
6. To establish Working Groups as deemed appropriate, and for a limited time period, in order to take forward specific pieces of policy review or development which will then be reported back to a full meeting of the Board, the relevant City Policy Committees of this Council and then, if appropriate, the City Administration Committee.

## 2. Membership

The membership of the board will be as follows;

### Elected Member Representation

- Depute City Convener for Economic Growth (Chair);
- 2 Elected Members from the Administration;
- 2 Elected Members from the Official Opposition; and
- 1 Member from each of the Minority Opposition groups.

### Officer Representation

- The Chief Executive Officer;
- The Chief Digital Officer;
- The Director of Regional Economic Growth.

## 3. Meeting Arrangements

### Chair

All meetings will normally be chaired by the Depute Convenor for Economic Growth. The Board may recommend to the City Administration Committee the appointment of a Vice Chair from among the board's elected member representatives, who would convene meetings of the Board in the Chair's absence.

### Quorum Requirements

A meeting quorum will be 4 Elected Members and 1 Officer members of the Digital Board.

### Frequency of Meetings

The board will meet on a two monthly basis.

### Board Papers

Papers prepared for the board will normally be distributed to board members at least one working week in advance of a meeting.

#### **4. Reference Group**

The Digital Glasgow Board will also establish a new Reference Group. The Reference Group will be used to engage subject matter experts from outside of the Council, from across the public, private, voluntary, and academic sectors in order to;

1. Raise awareness of trends within the city, country and globally
2. Provide external advice and guidance
3. Provide external validation on the Digital Glasgow strategy and implementation plans

The Reference Group may provide the Digital Glasgow Board with regular reports and may be commissioned by the Board to review elements of strategy, plans and design (where relevant and appropriate). Reference Group members may also be invited to contribute to specific meetings of the Digital Glasgow Board where external insight can support decision-making in relevant areas.