Manchester City Council

ICT & Digital Design Authority Board

Terms of Reference

Purpose of the Board

The ICT and Digital Design Authority Board is responsible for governance, direction and technical decisions and project authorisation to progress through to the next stage of the corporate governance process/structure.

The work of the Design Authority incorporates ICT & Digital systems relevant to the delivery of all services across the Council including those ICT systems that are used by our partner organisations and work that links to our "external" Digital Strategy.

Principles

- Review of all Council ICT & Digital business cases
    - Ensure alignment with ICT Digital Strategy, the Council's Digital Strategy and the Council's priorities
    - Challenge Social Value, Climate Change statement and Benefits.
    - Will mean not all business cases are supported – (avoids who shouts the loudest)
    - Take into account invest to save or income generation approaches aligned to our priorities that will help the budget position
- Prioritise New ICT and Digital Projects across all Directorates
- Make recommendations to existing governance structures (Strategic Capital Board, Executive, SMT etc.)
- Technology road map alignment
- High level updates from ongoing projects
- Monitoring Carbon, Social Value & Benefits

Meeting Frequency & Protocols

The Design Authority Board will meet monthly, but exception reports will be provided as necessary and there will potentially be a need for ad hoc meetings and consultation of the Board by email.

Papers, agenda and minutes of the previous Board will be circulated by email to Board members two days ahead of each meeting.

If a standing member is unable to attend a board meeting, they are requested to send a deputy who can act on their behalf.

The Chair will be considered the final decision-maker in terms of governance-related issues.

The Design Authority Board will report to SMT & Executive.

Papers presented by project SRO and appropriate Strategic Business Partner.

Outputs

- Minutes, Actions, Risk Log, Decision Log, list of approved changes to be progressed
- Clear programme priority workload for ICT supporting the business needs, risk reduction and financial control
- Assurance of timely delivery of programme activities to support operational service delivery aligned to Council priorities
- A clear, effective communications with the wider organisation and any impacted partners in respect of programme activities
- Invocation of business continuity plans as appropriate
- Support benefits realisation brought by the implementation of ICT activities

Membership

Councillor Greg Stanton, Deputy Executive Member for ICT & Digital (Chair)
Chris Wanley, Director of ICT & Digital (Deputy Chair)
Mary Lynch, Head of PMO (Secretariat)
Jon Burt, Head of Enterprise Architecture
Tom Wilkinson, Deputy City Treasurer (chair of Corporate Core ICT Board)
Angela Harrington, Director of Inclusive Economy Work & Skills
Representation from Adults, Children's, Neighbourhoods - TBC
Craig Watts – Programme Lead

Governance Review

This document will be reviewed every 12 months

ICT Delivery Board

Purpose

Acts as the portfolio board for all ICT & Digital Projects and Programmes across the Council
Triages all new requests
Escalation point for issues from Projects & Programmes
Make recommendations to ICT & Digital Technical Design Authority Board
Review risks across the project portfolio
Make recommendation on Prioritisation to ICT & Digital Technical Design Authority Board

Frequency

This is anticipated to be monthly but will meet more frequency or virtually if required.

In cases of urgency or emergency the Director of ICT will direct.

Membership

Director of ICT (Chair)
ICT DMT
HR Business Partner - Paula Tighe
Finance Business Partner – Paul Hindle
Information Governance Lead – Michael Seal
Risk and Audit Manager – Richard Thomas

Document History

Author: ICT DMT
Approved by: ICT and Digital Design Authority
Last updated: 22nd September 2022