



Shared ICT Service Joint Committee

- Member guidance and strategic direction
- Approval of decisions delegated to it.
- Strategic engagement with Members
- Decisions on matters referred by the Joint Management Board

Shared ICT Service Joint Management Board

- Oversight and direction
- Assurance of service delivery, operational performance & programme delivery
- Approval of programmes / projects / technical architecture
- Budget setting
- Risk management
- Reporting & escalation to Joint Committee
- Dispute resolution

Architecture Board

Technical Strategy	Research	Innovation	Business Demand	Project Solution	Info Management	Security
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Technical Governance

Programme Office

Project Team	Project Team	Project Board	Project Board	Project Board	Project Board	Project Board
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Project Governance

IS Operational Group / Continual Service Improvement

Benchmarking	Cust Satisfaction	Communications	Disaster Recovery Business Continuity	SLA / KPI	RISK	Availability	Capacity	Incident/Problem	Change Advisory	Finance & Billing	Procurement	3rd Party Supplier	Contract Mgmt	Category Mgmt
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Operational Governance

- Day-to-day management of service operations & project delivery.
- Management of contracts and suppliers
- Category management – value for money
- Financial control and service billing
- Reporting of service performance against SLA / KPI
- Reporting & escalation to Joint Management Board
- DR / BC / compliance
- Technical & application architecture and roadmaps

SHARED ICT SERVICE JOINT COMMITTEE

Members	Frequency:	2 meetings per annum
<u>London Borough of Brent / Lewisham / Southwark:</u> 2 members from each partner authority	Venue:	Rotated between partners
	Receives reports from:	Joint Management Board
Attendees	Reports to:	Authority Cabinets
<u>Brent:</u> Althea Loderick, Peter Gadsdon, Prod Sarigianis		
<u>Lewisham:</u> Kevin Sheehan, Duncan Dewhurst		
<u>Southwark:</u> Gerri Scott, Emma Marinos, Mark Compton-James		
Terms of Reference	Agenda	
<ul style="list-style-type: none"> • Oversee implementation and delivery of shared ICT service. • Sets key strategic direction and associated activities. • Act as arbiter where there is a conflict in either direction or priority of each Council. • Those matters for which it is identified as responsible for under the Shared ICT Service Agreement. 	<ul style="list-style-type: none"> • Apologies for absence • Declaration of Interest • Minutes of the Last Meeting and matters arising • Provision for public participation • Substantive items for consideration • Exclusion of the public • Closed items for consideration 	

SHARED ICT SERVICE JOINT MANAGEMENT BOARD

Attendees	Frequency:	Every 2 months
<u>Brent:</u> Althea Loderick, Peter Gadsdon, Prod Sarigianis <u>Lewisham:</u> Kevin Sheehan, Duncan Dewhurst <u>Southwark:</u> Gerri Scott, Emma Marinos, Mark Compton-James	Venue:	As agreed by Chair
	Receives reports from:	Transition Project Board Head of Shared Service
	Reports to:	Joint Committee
Terms of Reference	Agenda	
<ul style="list-style-type: none"> • To act as the decision making body in respect of any joint decision required to be taken by the Councils under the Shared Service Agreement other than those that have been excluded and defined as Reserved Decisions. • Senior level guidance, leadership and strategy in accordance with that agreed by Joint Committee • Review performance and delivery (transitional activities, operational, projects, programmes) to assure service meets business requirements including:- quality, time, cost. • Oversight of financial management and annually to agree and recommend budget for the Shared ICT Service to the respective councils. • Approval of significant changes to scope or delivery of the service.. • Review risks, issues, data security and business continuity (including audit activities). • Forum to highlight areas and initiatives of common interest. • Review and recommend for approval contracts and purchases in accordance with the procurement protocol. • Preparation and submission of Committee and Cabinet reports. • Resolution of disputes referred to the board. 	<ul style="list-style-type: none"> • Review matters arising and actions • Operational, service and programme delivery • Review financial and other reports of the Head of Shared Service. • Significant change approvals • Shared Service development progress • Significant Risks / Issues • Agree the business for the Joint Committee • Joint Communications plan • Review and set service plan (annually) • Review and recommend budget (annually) 	