[LOCAL AUTHORITY]
Mini DIG Terms of Reference

Purpose

The purpose of the Mini Digital Infrastructure Group (DIG) is to:

- Assist the Digital Infrastructure Group Board in fulfilling its oversight responsibilities. The Mini DIG will identify digital infrastructure and technology initiatives within the Local Authority with the aim of providing a holistic approach to each project.
- The Mini DIG will reinforce the Digital Adoption Strategy and its principles in order to achieve the objectives and actions set out in the strategy.
- The Mini DIG will feedback to the Digital Infrastructure Group Steering Group meeting a holistic view of the projects and progress that have been identified in order to share best practice and methodology to benefit each Local Authority.
- The Mini DIG will share and reinforce the DIG Communications plan to maximise reach and understanding to all identified audiences.

Committee Goals

1. To ensure alignment of digital initiatives to the current and future strategic direction of the Digital Infrastructure Group and the Local Authority.

2. To maximise technology initiatives and reduce risk.

3. To make recommendations and share project information with other DIG Local Authorities.

4. To provide a collaborative view of all things digital within the Local Authority and to help implement full fibre, 5G, Small Cell technology and Smart City principles into the region.

5. To identify areas of opportunity relating to Digital Inclusion across the Local Authority and to promote schemes, services and learning opportunities for residents and businesses.

## Responsibilities of the Mini DIG Board

The Mini DIG Board responsibilities are:

- To act as Digital Champions and lead of digital infrastructure and transformation within the Council.
- To be an advocate for the benefits of a holistic approach to digital infrastructure and transformation and how it aligns with wider council

transformation work, such as Digital Inclusion. This approach will help improve the efficiency and effectiveness of our systems which will give citizens a better experience and reduce costs.

- To champion the improvement of service delivery using technology-led innovation and change.
- To promote culture change within the organisation to encourage services to consider digital infrastructure and transformation as part of their change projects.
- Approve and ensure compliance with the 'Digital Adoption Strategy'. Alongside corporate strategies and policies, these will underpin decision making and provide clarity to colleagues on the criteria against which decisions (related to projects, programmes, and procurements) will be reviewed.
- Undertake a holistic view of change projects to determine the appropriate approach to be undertaken to meet the Digital Adoption Strategy. This may require a long-term view to be taken and additional costs, or extended timescales for the projects.
- Ensure opportunities to implement full fibre, 5G, Small Cell Technologies and Smart City principles are maximised within the region
- Ensure outputs of other associated governance boards are reflected into the work programme and that consistency of approach is achieved.

Roles and responsibilities
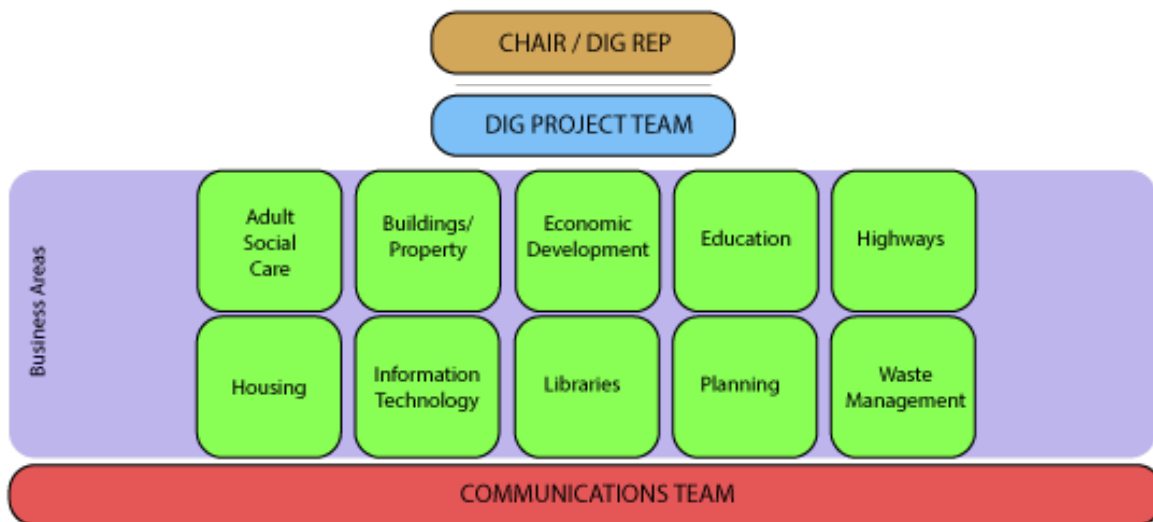
Chair has the following responsibilities:

- Provides overall direction and leadership for group.
- Gains relevant senior management approval for the relevant Local Authority portfolio areas.
- Chairs meetings.

- To promote the Digital Adoption Strategy across all business areas and projects.
- To identify opportunities to address Digital Inclusion across the Local Authority.
- Nominate a Deputy to cover responsibilities when unable to attend.

DIG Project Team has the following responsibilities:

- To be available to update the Mini DIG on the wider DIG initiatives and projects.
- To provide an update on Government initiatives and priorities such as 5G and Full Fibre rollout.

Business Area has the following responsibilities:

- To share business area plans and priorities
- To provide a monthly update regarding projects and services that may include, or be enhanced by, digital technologies.

Communications has the following responsibilities:

- Supports the communication approach for the Digital Infrastructure Group and associated plans.
- Provides a holistic view of the Local Authority communications plan and feeds into the overall communications plan with relation to digital infrastructure, technology, economic development, and business and residential communications.
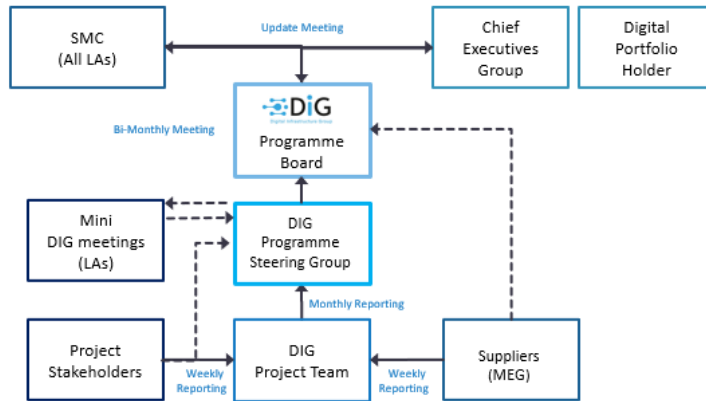
Meeting Management

1. Mini DIG meetings will be held at least once every 6 weeks, or as needed, at the request of the Chair.

2. Meetings will be held on Microsoft Teams/Zoom in order to maximise attendance.

3. Participants will be expected to have read and reviewed all documentation prior to the meeting and should be prepared to give business area updates during the meeting.

4. The committee may establish task forces and/or subcommittees to focus on a particular digital initiative or technology, such as the 'Copper Switch Off'.

5. Minutes of the Mini DIG will be shared with the DIG within approximately 10 days.

Organisation and Membership

The Mini DIG Board will be made up of the Digital Infrastructure Group Board member, as Chair, a nominated Deputy, a representative from the DIG Project Team and representatives from the following Business Areas.

The Chair will report back to the DIG Board which is made up as follows:

Recommended Business Areas to be included are:

Adult Social Care	Facilities/Property Services
Communications	Economic Development
Education/Childrens Services	Highways
Housing	Information Technology (IT)
Legal	Libraries
Planning	Streetworks
Waste Management	

Quorum

Meeting quorum will be the Chair, a Deputy, the DIG Project Team member, the Communications representative and at least 4 other business areas.

In its current iteration the Mini DIG shall be comprised of the following individual members:

Role / Business Area	Name
Chair	
Digital Champion	
DIG Project Team	
Adult Social Care	
Facilities/Property Services	
Communications	
Economic Development	
Education/Childrens Services	
Highways	
Housing	
Information Technology (IT)	
Legal	
Libraries	
Planning	
Streetworks	
Waste Management	

(please share a copy of this with DIG Project Team for their records)