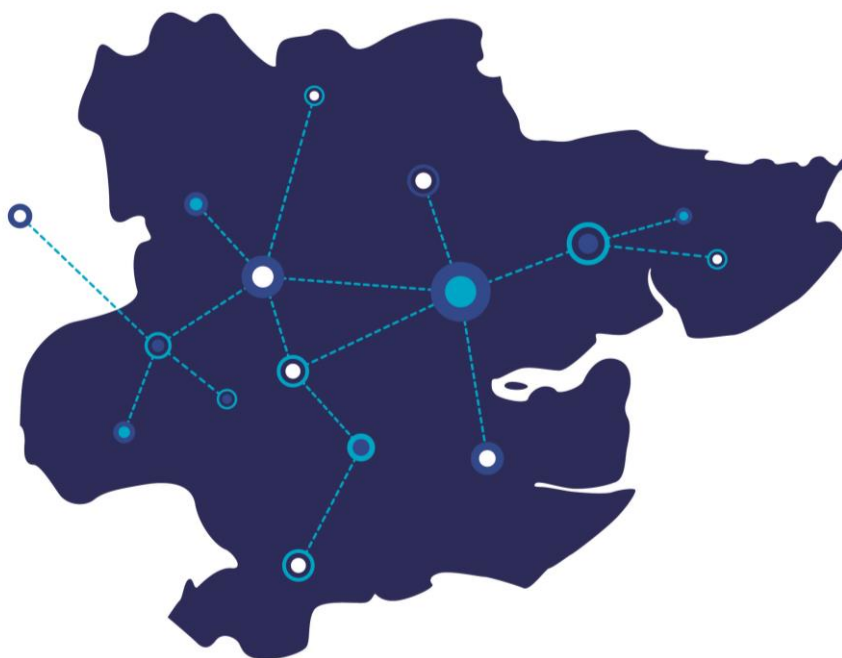




Coming Together for Essex



Terms of Reference

This document may contain information, which is privileged or confidential to the Essex Digital Partnership. If you are not the intended recipient of this document, please notify the sender immediately and delete it without reading, copying, storing, forwarding or disclosing its contents to any other person

Document Control

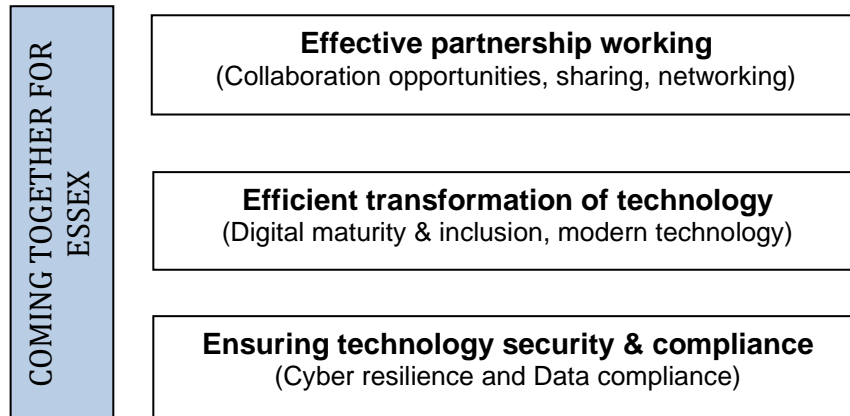
Version	Date	Changes
0.1	07/07/2014	New TOR document drafted and sent to LEE Hession for initial review.
0.2	07/07/2014	Feedback received. Comments back to Lee Hession for further review.
0.3	08/07/2014	Comments agreed and documents updated.
0.4	10/07/2014	Sent to Legal for comments and feedback.
0.5	17/07/2014	Comments and feedback updated and forwarded to Lee Hession for agreement.
0.6	06/08/2014	Agreement received from Lee Hession. Updates made and shared with EOLPMG.
1.0	20/08/2014	No further changes raised through EOLP Mgt Group. Publish as Version 1.0 and make available to all EOLP.
2.0	04/03/2015	Roles and Responsibilities of the Information Security & Governance Group added to TOR.
3.0	07/12/2016	Removal of Freedom of Information Group and Information Security and Governance Group. Update of the strategy diagram, which now includes Cyber Security. Updated with new logo.
3.1	01/04/2017	Removal of Epping Forest as a Partner.
4.0	26/03/2019	Review of TOR & adding Epping Forest DC as a partner
5.0	08/07/2021	Review of TOR, Change GI Group to Spatial & Data Group and partner responsibilities
6.0 Draft	26/01/2023	Update of TOR following re-branding and focus. Out with Leadership Team for feedback.
6.0	2/02/2023	Published Version 6.0

Role	Function
Leadership Team Chair & Vice Chair	Initial review/consultation
Essex Chief Executive Forum sponsor	For information

1. Purpose

The purpose of the Essex Digital Partnership (EDP) is to share knowledge, resources and services to provide technology solutions which support the business needs of each partner organisation and reduce the cost of their technology.

The partnership is driven by its purpose of Driving Excellence for Essex through Technology with the citizen at the heart of everything it aims to achieve.



2. Membership

2.1 Members

Membership of the EDP is open to representatives from Essex subscribing to the partnership's Terms of Reference and which are able to assist the partnership in its work. Representatives of new organisations/groups can submit a request to join through the EDP Leadership Team, where membership will be considered. Current members are listed below.

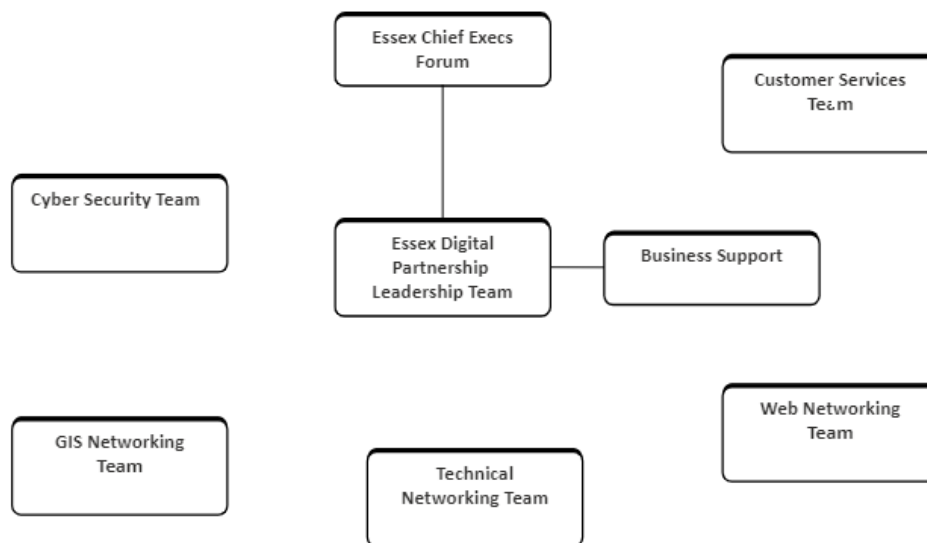
Basildon Borough Council
Braintree District Council
Brentwood Borough Council
Castle Point Borough Council
Chelmsford City Council
Colchester City Council
Epping Forest District Council
Essex County Council
Essex County Fire & Rescue Service
Essex Police
Harlow District Council
Maldon District Council
Rochford District Council
Southend-on-Sea City Council
Tendring District Council
Thurrock Council
Uttlesford District Council

2.2 Chair & Vice Chair roles

The roles of Chair and Vice Chair will be elected from within the partnership and shall serve for one year and can be re-elected. The Chair will be responsible for chairing their elected team meeting, with the Vice Chair deputising for the Chair as necessary. The role of the Chair belongs to the individual and not the organisation they represent.

A partner will only be able to Chair or Vice Chair one team at any one time.

3. Structure of EOLP



Other associated theme-based Task and Finish/Working Groups will form and close as required. Partners participating in Task and Finish or any of the Working Teams should expect to be fully involved and take on tasks as required to enable these to be effective.

4. Roles & Responsibilities

The roles and responsibilities of each identified team are:

The Leadership Team

Purpose - leading the partnership in every aspect, fully embracing the 3 Es. Taking responsibility as a lead for the partnership and accountability for attendance and input.

Structure – the team will continue to meet once a month with the third meeting being a hybrid meeting. Every 6 months the values and benefits of the partnership will be reviewed to ensure it remains on track.

Meetings will have an Agenda that is structured to deliver discussion and decisions and these will have brief minutes and a meeting recording. There will be a Chair and Vice Chair elected every new year (April-March).

Cyber Security Team

Purpose – making Essex Partners cyber resilient by embedding good security practice and adopting safeguards recommended nationally, i.e. LGA C-TAG, WARP membership, NCSC.

Structure – the team will meet once a month with an Agenda, Minutes, meeting recording and actions. The team will be led by a Chair and that person will be from the Leadership Team.

Data Team

Purpose – explore the opportunities to share data across the Essex partnership. Engage with Essex Centre for Data Analytics (ECDA) to explore opportunities and support for partners.

Structure – the team will meet bi-monthly with an Agenda, Minutes, meeting recording and actions. The team will have a yearly elected Chair.

Customer Services Team

Purpose – networking/sharing/supporting around solutions which support the business needs of each partner and reduce the cost of services.

Structure – the team will meet bi-monthly with an Agenda, Minutes, meeting recording and actions. There will be a set of clear deliverables, i.e. Yearly Benchmarking. The team will have a yearly elected Chair and Vice Chair.

Technical Networking, Web Networking and GIS Networking Teams

Purpose – networking/sharing/supporting around technology for partners.

Structure - the teams will meet either once a month or bi-monthly and will be self-managed. The meetings will be recorded and uploaded to the MS Teams site. There will be no requirement for a Chair or Vice Chair.

Leadership Team Representative for Teams

Where possible there will be a Leadership Team representative for each team who will aim to attend all scheduled meetings.

The role of the representative will be to assist in maintaining a strong link with the Leadership Team on current and future developments, helping them to understand the strategy and the wider partnership too. They will provide support and direction to encourage discussion and debate around opportunities that reflect the partnership's objectives. A key focus will be to ensure the team are productive as well as providing a networking forum for partners to share knowledge and experience

5. Benefits Reporting

A Benefits Statement will be produced annually and provided to all partners and the Essex Chief Executives Forum, through the partner's Chief Executive sponsor.

6. Decision Making

Decisions will be progressed through a process of consensus and recorded in the meeting minutes. Individual representatives will have responsibility for ensuring that they adequately reflect the views of their parent organisation.

The group represents a broad range of organisations and thus, inevitably, a broad range of views. The group will endeavour to explore differences and reach a balanced view consistent with a sustainable outcome. If agreement cannot be reached then, depending on the issue being considered, the impact of part adoption of a decision will be explored. If no agreement can be reached then the issue being considered will be referred back to the originating source for reworking.

EDP Leadership Team will be the final decision body and in consideration of average attendance at EDP Leadership Team meetings. Each partner has an equal vote and a quorum of 8 Leadership Team partners is required for decision making.

7. Meetings

The Leadership Team, Cyber Security Team, Data Team and Technical Networking Team will meet monthly and other teams will meet less frequent as discussed and agreed by their representatives.

8. Financial Arrangements

The Leadership Team will agree the annual budget, including partner contributions and approve expenditure.

Finances will be managed appropriately in terms of partner contributions, implemented service revenue costs and project costs. Financial updates will be provided by the Support Team through Leadership Team meetings.

The roles of the EDP Partnership Manager and the EDP Business Partner can be hosted by any partner. Any financial costs related to the roles will be funded from the partnership Budget.

9. Document Review Frequency

This document will be reviewed annually to ensure relevance as the partnership continues to develop.

