

# Towards Digital Growth, Digital Governance Board - Terms of Reference

## Purpose and objectives of the board

The Towards Digital Growth Digital Governance Board is the lead advisory body within the Towards Digital Growth governance structure. The Digital Governance Board provides strategic leadership and determines policy direction on the delivery of the Towards Digital Growth plan.

The Board is responsible for having an oversight of the operational activity of the Towards Digital Growth programme, which includes setting the priorities for resource in the Towards Digital Growth Operational Plan as well as oversight of the Herts Growth Board Digital Access Mission.

The **Digital Governance Board** is an advisory board, and is delegated to undertake the following activities:

- Deliver the Herts Growth Board Digital Access Mission.
- Provide strategic leadership and determine policy direction on Towards Digital Growth programme activity.
- Set and oversee the roadmap for the delivery of the Digital/Telecoms Strategy
- Respond to government consultations that align to the Towards Digital Growth strategic priorities.
- Oversight of the operational activity of the Towards Digital Growth, including setting the priorities for resources in the Towards Digital Growth's strategy Plan, which is signed off annually.
- Power to appoint sub-committees.
- Monitor Towards Digital Growth performance across the workstreams outlined in the Towards Digital Growth strategy.

## Scope and Accountability

The Digital Governance Board is accountable to Hertfordshire County Council, Hertfordshire Futures (formerly the Hertfordshire LEP) and Hertfordshire Growth Board and provides advice and oversight on delivery of the Towards Digital Growth programme.

## Composition

There are 15 members of the **Digital Governance Board** made up of:

- Chair: Leader of Watford Council, nominated by the Growth Board – Mayor Peter Taylor
- Director of Economy and Skills, Hertfordshire Futures – Neil Hayes
- Sector Lead, Hertfordshire Futures - Adam Morley
- Head of Skills, Hertfordshire Futures - Caroline Cartwright
- Executive Director Hertfordshire Growth & Environment – Mark Doran
- Director of Improvement and Technology, Hertfordshire County Council (Project Sponsor) – Anna Morrison
- Hertfordshire County Council Digital Lead – Cllr Bob Deering
- Head of Strategy & Programmes, Hertfordshire Growth Board - Matthew Chatfield
- Assistant Director Resources, Broxbourne Borough Council - Rebecca Keene
- Assistant Team Leader, Infrastructure, Dacorum Borough Council - Pennie Rayner
- Private Sector Representative - Netomnia
- Towards Digital Growth Programme Manager – Tony Gibbons
- Towards Digital Growth Project Manager – Sophie Mance
- Minutes: Towards Digital Growth Project Officer - Ellie McNaught
- Additional skills representatives – under review
- Additional businesses representatives – under review

## Frequency of meetings

The **Digital Governance Board** meets no less than once per quarter.

## Support and Reporting Responsibilities

a. The Board is supported by the Towards Digital Growth Programme Team. The Programme Team will manage the agendas, minutes, actions, and work programme in conjunction with the Chair.

b. An agenda and papers for each meeting, with Chair approval, must be shared to the board at least five working days before the meeting.

c. Minutes of each meeting will be sent to the Chair for provisional approval within five working days and circulated to the Steering Board and other attendees thereafter. They will be tabled for general approval at the next meeting.

d. Standing items:

- Introductions
- Previous Minutes and Matters Arising
- Priorities and Digital Missions - Progress Updates

- Any Other Business

### Interfaces/Reporting

- Hertfordshire County Council RMB
- Hertfordshire Growth Board

### Review

An annual review of the **Digital Governance Board** is conducted at the discretion of the Chair.

A review of the Digital Connectivity Board Chair will be conducted every 2 years.

### Change Log

Date	Summary of changes
03.04.2023	Addition of Adam Morley and Ellie McNaught to the composition of the Board.
30.07.2023	Change of Composition to the Board including new Chair.
25.09.2023	Removal of Quorum
02.04.2024	Change of Composition to the Board.
11.06.2024	Document review to ensure we are fully aligned with the Digital Mission.