

Digital Oversight Committee

("DOC")

TERMS OF REFERENCE

Digital Oversight Committee

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1. CONSTITUTION

The Digital Oversight Committee is made up of the following members;

Member	Role	Purpose
Will Greenhow Chief Secretary Cabinet Office	<u>Committee Chair</u>	The Committee Chair is responsible for effective oversight of all Digital programs delivered by the Isle of Man Government
Mr Lawrie Hooper, MHK Political Member	<u>Committee Principal</u> & Deputy Chair & Political Owner	The political owner has responsibility for Government Technology Services and the delivery of all digital programs.
Nick Leece GTS Interim Director Government Technology Services	<u>Committee Principal</u> & Director of GTS	The Director of GTS is responsible to ensure that all programme delivery is resourced, adheres to appropriate standards and that the necessary infrastructure is in place.
Julia Davies Director of Business Change Services Cabinet Office	<u>Committee Principal</u> & Business Change	Business Change is the Programme's formal reporting and communication channel with the individual Project Boards and PMO and is accountable for ensuring strategic alignment of the Programme to the strategic goals and objectives of the Digital Strategy
Andrew Patrick Head of Corporate Finance & Performance Cabinet Office	<u>Committee Member</u> & Cabinet Office Designated Finance Officer	The Cabinet Office Designated Finance Officer may be called for the standing finance agenda item or called in for Project reviews where significant finance change or risk has emerged.
Deb Byron Independent member IoM Chamber of Commerce Digital Committee	<u>Committee Member</u>	The independent member is appointed to provide the department and project sponsors independent scrutiny.
Deborah Corlett GTS	Senior Secretary	Secretariat

2. SUMMARY PURPOSE OF THE COMMITTEE

- To provide effective oversight of all Isle of Man government digital programs and related processes
- To scrutinise projects within the Digital Strategy Programme, ensuring alignment to the Agenda for Change, Programme for Government and the Digital Strategy is fully implemented and savings arising are captured accordingly.
- To provide a point of escalation for digital delivery projects and programmes
- To ensure Fund scope, budgets and expenditures are properly accounted for and used to support evidence based service delivery change improvement; and
- Provide effective challenge to assure funded projects' financial compliance with Isle of Government Financial Directives.
- To provide the department and project sponsors independent scrutiny.
- To allow for the disclosure of Conflicts of interests.

3. MEETINGS AND MINUTES

Meetings will be held quarterly at least, although may be held more often. The meeting is intended to last no longer than 2 hours. Additionally, the Chairman or Deputy Chairman may at any time (and at the request of any four members of the Group) convene an extraordinary meeting.

Minutes will be issued following each meeting detailing only notable minutes and actions taken.

- An initial agenda item for the meeting is;
 - Definition and agreement of the Terms of Reference for the DOC.
- Ongoing agenda items for the DOC are;
 - Conflicts of interest
 - Review of previous actions (**Chair**)
 - Digital Strategy Finance
 - Overview of the current PMO portfolio (**Business Change**)
 - Project reviews
 - Digital Strategy update (**IoMG CIO**)
 - Review of the GTS risk register (**Director, GTS**)
 - Significant financial changes or risks to the portfolio of change (**Director, GTS**)
 - Any other business;
 - Recap of actions taken (**Secretariat**)

4. THE ROLE OF THE BOARD – TECHNICAL AND OPERATIONAL

The Digital Oversight Committee takes a position of oversight, scrutiny and challenge of the delivery of digital projects and programmes for the Isle of Man Government. This includes oversight of:-

- Reviewing business cases and new proposals;
- To review funding allocations and provide scrutiny and challenge to proposed funding levels, sources and allocation of benefits
- Review progress of major programmes including delivery and benefits realisation plans
- Ensuring the overarching aims of the Digital Strategy are on track.

- Commission reports and audits of projects to be able to provide feedback and invite project sponsors and managers in where concerns arise.
- Review projects closure reports and the process of gateway audit and the escalation of those concerns to understand and have the ability to challenge these reports.

Version Control

Version	Date	Change
0.1	16.04.19	Draft version for review
1.0	03.09.19	Approved ToR inaugural meeting (20.08.19).
2.0	09.09.19	Amended Structure Chart to include the Digital Oversight Committee.
3.0	14.10.19	Approval of Deb Bryon, independent member IoM Chamber of Commerce, Peter Leahy as the Director of Digital Transformation. Removal of James Mayles and amendments to Structure Chart.
4.0	16.09.20	Approval of revisions to ToR and update of political owner role to 'The political owner has responsibility for Government Technology Services and the delivery of all digital programs'.
5.0	09.11.20	Nick Leece, GTS Interim Director to replace Graham Kinrade and revised DOC governance structure.
6.0	01.02.21	Richard Wild removed as Chief Information Officer.