

# LeGSB Constitution

Promoting eStandards that support Efficiency, Transformation, and Transparency of  
Local Services

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## Purpose of Document

**This document sets out the constitutional framework, rules and governance of LeGSB.**

### ***Revision History***

<b>Revision date</b>	<b>Previous Revision</b>	<b>Description</b>
2007-01-12		Initial draft
2007-01-12	1.0	Incorporate revisions suggested by Paul Davidson
2010-01-08	2.1	Update for sponsorship and other changes
2010-10-22	3.1	Refresh for mission and approach

### ***Approvals***

This document requires the following approvals.

<b>Sponsor Approval</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Accountable Body			
NWeGG Executive	John Curtis		
Communities for Local Government			
Sedgemoor District Council	Bob Brown		

### ***Distribution***

This document will be distributed to

<b>Name</b>	<b>Title / Email address</b>
Tim Rainey	NWeGG lead
John Curtis	NWeGG Portfolio Holder for LeGSB

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## 1. Definitions

<b>Term</b>	<b>Definition</b>
<b>CLG</b>	means 'the Department for Communities for Local Government'
<b>Director of Standards</b>	means 'Paul Davidson, Sedgemoor District Council'
<b>LeGSB</b>	means 'the Local e-Government Standards Body'
<b>NWeGG</b>	means 'the North West e-Government Group'
<b>Tameside</b>	means 'Tameside Metropolitan Borough Council'
<b>NWeGG Portfolio Holder</b>	means John Curtis of Merseyside Fire and Rescue or such other person as the NWeGG Executive Steering Group may determine from time to time
<b>CTO Council</b>	means the <a href="#"><u>Chief Technical Officer Council</u></a>

## **2. Legal Status**

### ***2.1. The relationship of the Local e-Government Standards Body, to the accountable body, Tameside Metropolitan Council.***

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#### **Establishing LeGSB**

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The Local e-Government Standards Body ( LeGSB ) was established by Tameside, on behalf of the North West e-Government Group ( NWeGG ) via a successful bid to DCLG<sup>1</sup>

### ***2.2. The status of LeGSB***

The Local e-Government Standards Body is not a legal entity and exists only as a 'brand' of Tameside.

The NWeGG executive adopted the LeGSB Business Plan in November 2006, and agreed to establish the position of 'Director of Standards'.

This appointed has been filled by secondment from Sedgemoor District Council, by Paul Davidson. [Paul.Davidson@sedgemoor.gov.uk](mailto:Paul.Davidson@sedgemoor.gov.uk)

### ***2.3. The accountable body***

LeGSB operates within the current and future Procedural Rules of the Constitution of Tameside, and in particular

- ✓ Standing Orders
- ✓ Financial Regulations
- ✓ Procurement Standing Orders

These rules are contained in the Constitution of Tameside and can be found at <http://www.tameside.gov.uk/constitution> , under section 4 Procedural Rules.

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<sup>1</sup> NWeGG LeGSB proposal Version 1.3 – 28/02/06

## **3. Aims and Objectives**

### **3.1. Vision**

The Local e-Government Standards Body has a vision that it can help Local Government and the wider public sector to gain the benefits of using standards, in terms of:-

- ✓ Organisations using information to work together for the public good.
- ✓ Providing better services by working consistently across the public sector
- ✓ Reducing costs by learning from others
- ✓ Organisations using technology to join services around customers.
- ✓ Working closely together to ensure that services are provided that suit the customer.
- ✓ Widening the democratic involvement of individuals by making it easier for them to be involved.
- ✓ Working with communities to ensure that services and policies meet their needs.

The take-up of standards, championed from within the Local Government community will enable the public sector to share information easily and securely, whilst the private sector can better understand the needs of local government market and therefore develop cost-effective solutions.

Standards allow Local Authorities to continue to diversify and celebrate their local identity - confident that they can take advantage of new opportunities that emerge elsewhere. Standards do not lead to Standardization.

### **3.2. Mission**

Promoting eStandards that support Efficiency, Transformation, and Transparency of Local Services

The Standards Body is focussed on the Local Government community in driving forward the take up of standards, in particular the Standards body will provide:

<b>Awareness</b>	understanding the need for clarity and pan-government agreement about standards, data models and architectures
<b>Visibility</b>	providing information about availability and usage of standards in the local government domain
<b>Confidence</b>	providing information to enable adoption of a standard
<b>Joining up</b>	providing a voice for local government at a pan government standards table
<b>Benefiting</b>	helping local government gain the best outcomes from the use of standards

### **3.3. Aims**

LeGSB has identified the following aims which have been categorised under the mission headings for ease of understanding the alignment.

#### **Awareness**

- ✓ Promoting understanding of the need for standards, awareness of emerging technologies and their possible uses across the public sector

#### **Visibility**

- ✓ Capture all standards and their documentation in use across local government including non crown copyright.
- ✓ Be proactive in communicating developments in standards to LeGSB members.
- ✓ Ensure members can easily identify the standards solution relevant to the needs of their problem.

#### **Confidence**

- ✓ Identify where gaps in the need for standards exist or where there is a potential clash of standards.

- ✓ Consult with as many stakeholders as possible through smart use of technology and existing networks.
- ✓ Identify the need and facilitate the merging of standards.
- ✓ Promote the use of standards
- ✓ Provide a self service assurance process which will determine an assurance score for the standard.

### **Joining up**

- ✓ Provide evidence and support to the local government representatives on the CTO Council.
- ✓ Provide board members or appropriate Custodians, supported by management information gathered, to represent local government on national and multi agency initiatives as appropriate e.g. the Location Council, Tell Us Once, The Standards and Architecture Framework
- ✓ Develop a working relationship with other public sector standards boards e.g. NHS ISB, Education ISB
- ✓ Develop a working relationship with the supplier community through and Intellect<sup>2</sup>.

### **Benefiting**

- ✓ Provide a registration and search service for standards that is free for local authorities
- ✓ Provide guidance for each of the standards such that local authorities are capable of implementing them.
- ✓ Use existing network groups to provide the opportunity for shared experience and learning.
- ✓ Provide good on-line information architecture, knowledge generation and knowledge management capability to enable:-
  - ✓ easy retrieval of relevant information and

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<sup>2</sup> <http://www.intellectuk.org/>

- ✓ shared learning.
- ✓ Develop an ability to deploy experts in their field to support local government standard implementations.

## **4. Operating Procedures**

### **4.1. Managing Budget**

Beverly Stevens, of Tameside MBC will act for the Council's 151 officer in regard to LeGSB activities.

The LeGSB budget has been created on the Tameside Ledger.

Tameside will nominate a named Accountant to look after LeGSB affairs. From December 2006, the named accountant is Richard Thompstone, who will be supporting the Standards Body with financial advice and guidance. Abigail Rowson will also provide support if required.

#### **Contact**

[richard.thompstone@tameside.gov.uk](mailto:richard.thompstone@tameside.gov.uk)

[abigail.rowson@tameside.gov.uk](mailto:abigail.rowson@tameside.gov.uk)

The Director of Standards is not a Budget Officer of Tameside MBC.

The Director of Standards will regularly provide a forecast of expenditure to Tameside MBC to act as a profile against which expenditure can be monitored and reported.

Tameside MBC will provide budget monitoring services, including

- ✓ Tameside MBC will provide a quarterly statement of LeGSB's financial position.
- ✓ Exception reporting
- ✓ Access to advice and guidance

A recharge will be applied to LeGSB for this service, at a rate consistent with services provide to cost centres.

Where services are requested by LeGSB that do not fall within the scope above, a separate charge may be negotiated in advance of the work being commissioned.

#### **4.2. Procuring Services**

**Given the status of LeGSB, orders will be placed by Tameside MBC.**

All orders for goods and services on behalf of LeGSB will be notified by the Director of Standards, to the named accountant by e-mail. The order will then be entered onto Tameside's procurement computer system by Tameside staff.

At that stage, Tameside staff will consider if the nature of the order falls within the scope of the existing 'catalogue' operated by the Council. The item will be ordered against an existing Tameside catalogue is appropriate, otherwise, a brief procurement plan will be agreed between the Director of Standards and the named Accountant giving regard to the Council's procurement strategy. If an exception is required to the Council's procurement process, that will be progressed internally by Tameside staff.

Procurement is to be made within the controls stipulated by the Council's Procurement Strategy. In brief, at December 2007, this provides for

- ✓ Orders with a value of under £20,000 may be placed at the discretion of the Director of Standards
- ✓ Orders with a value over £20,000 but under £60,000 require evidence of three competitive quotes.
- ✓ Orders with a value over £60,000 but under the thresholds set by EU Procurement Rules, should follow a prescribed tender procedure.
- ✓ For estimated values at or close to EU Procurement thresholds, those Rules must be complied with.

#### **4.3. Owning Assets**

Given the status of LeGSB, all assets are owned by Tameside MBC, with the restrictions placed by the original DCLG grant.

#### **4.4. Owning IPR**

Given the status of LeGSB, all IPR is owned by Tameside MBC, with the restrictions placed by the original DCLG grant.

Standards, documents that add value to those standards and models should be

- ✓ In the public domain
- ✓ Credited to the originator
- ✓ Useable freely without licence fees.

Therefore these should be one of

- ✓ Crown Copyright
- ✓ Subject to an Open Source agreement.

#### **4.5. Providing Opinion**

It should not be routinely necessary to provide opinion on standards, or implementation of standards within products.

For occasions where opinion is expressed

- ✓ A standard disclaimer should be provided.
- ✓ Professional Indemnity should be provided by Tameside MBC.

The Disclaimer is

“LeGSB is a DCLG funded initiative to raise awareness of, and promote the use of technical standards across local and central government, for which Tameside MBC is the lead authority. The LeGSB brand is owned by and © TMBC.

Communication by e-mail from and to LeGSB is subject to the standard Tameside MBC Email Disclaimer, which can be found at <http://www.tameside.gov.uk/emdis.htm>

All information provided by LeGSB is intended as a guide and should not be considered as a definitive instruction to adopt any standard, product, policy, methodology etc.

Whilst every care has been taken in the compilation of any LeGSB publication (e.g. the website), and every attempt made to present up-to-date and accurate information, we cannot guarantee that inaccuracies will not occur. Tameside MBC will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy or error within those materials.

Unless explicitly stated, Tameside MBC does not endorse or support other organisations that may be referenced in LeGSB Publications. Occasionally, links from the LeGSB website will lead to pages maintained by other organisations. These links are provided purely for your convenience, and no responsibility is assumed by Tameside MBC for the contents of its pages.”

#### **4.6. *Delivering and Charging for Services***

Given the status of LeGSB, services, and consequent charges, will be delivered by Tameside MBC.

Charges for services will include

- ✓ Sponsorship from public sector bodies to support the objectives of LeGSB, and to receive direct support to their programs.
- ✓ Subscriptions from private sector members to demonstrate to their customers that they have an association to the Standards Body and a commitment to its vision.
- ✓ Charges for products and services, such as speaking engagements.

LeGSB will propose a scale of charges for adoption and regular review by Tameside MBC.

Invoicing and Debt Management will be handled by Tameside MBC.

#### **4.7. *Storing Information***

Given the status of LeGSB, information assets will be managed within the standards required by Tameside’s Information Management strategy.

This is likely to include procedures to cover

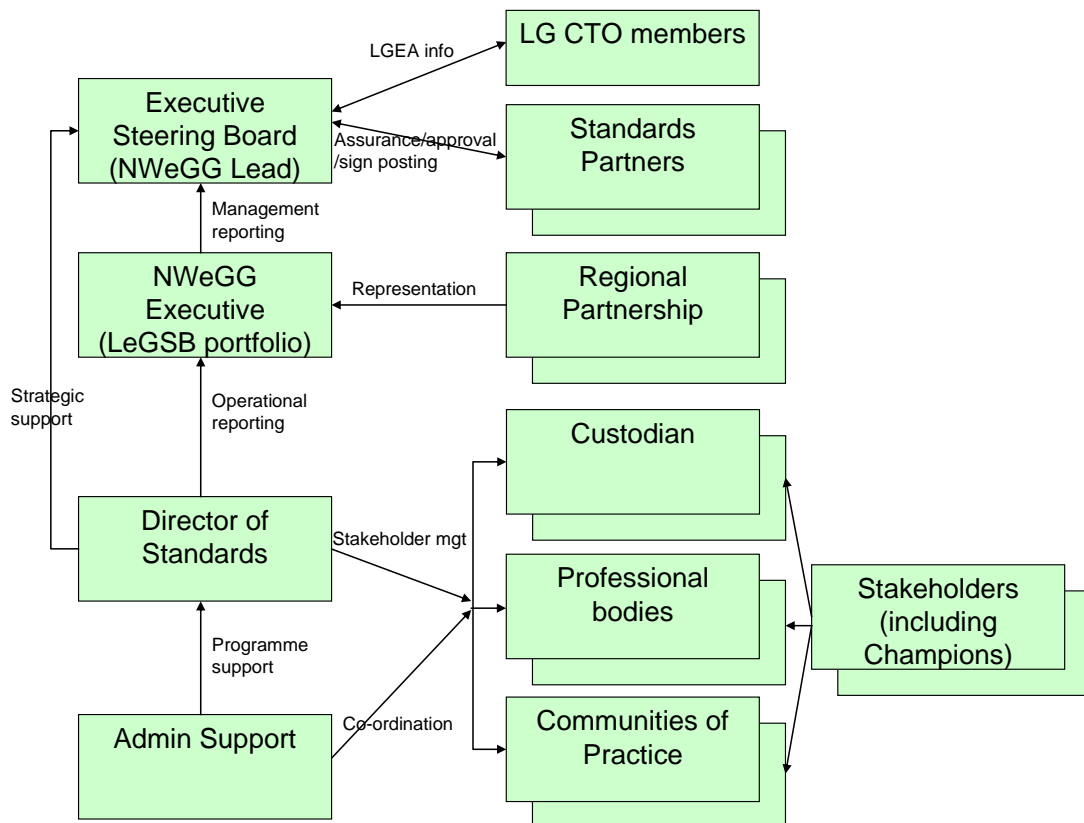
- ✓ Data Protection
- ✓ Human rights
- ✓ Business Continuity

## 5. Governance Structures

### 5.1. LeGSB Executive Steering Board Terms of Reference

#### Governance Background

A national 'stakeholder engaging' governance structure will take responsibility for maintaining and steering LeGSB, overseeing operations and any staff which might be required. The following diagram gives the structure to be put in place.



#### Executive steering board

An executive group will be representative of local government nationally and across the different council types. This group will be the ultimate decision making body for LeGSB and be responsible for setting the vision and direction.

It is suggested that the frequency of board meetings be initially quarterly but may move to bi-annually as LeGSB becomes established.

### Board Membership

Member	Role
NWeGG	Strategic lead
LG CTO Leads	Ensuring LeGSB provides input to CTO Council
Local authority representatives	Representing local government and Fire and Rescue Services
Sponsor members – currently representative from CLG, DWP	Ensuring work is keyed into their strategic activities
Cabinet Office	Ensuring strategic fit with Government
Supplier rep e.g. Intellect	Representing supplier community
Tameside finance officer	Financial control

- ✓ A very senior, respected and influential person should chair the LeGSB Executive board. It is recommended that this is [a local authority chief executive]. A tenure should be agreed with the incumbent and the rest of the board to a maximum of 2 years. At this point the incumbent must be voted in for a further tenure.
- ✓ The board membership should comprise of a nominated representative of each of the above organisations. Only direct employees of local authorities are entitled to vote. A representative of the accountable body and the NWeGG Programme Manager should be present on the board but without voting rights.
- ✓ Deputies will be allowed but executive board members are encouraged to commit to attending meetings.

### Board Roles and Responsibilities

The board member will:-

- ✓ Represent his/her organisation by seeking opinion, proposing or commissioning activity and giving feedback on board discussion and standards activity.
- ✓ Seek to attend all board meetings and ensure a deputy is present if a meeting can not be made
- ✓ Ensure any deputy is equipped to represent the organisation and continue in any role adopted through an executive board decision.
- ✓ Take time to consider meeting papers before attending the meeting or have a telephone conversation with the Director of Standards to understand the areas to concentrate on if time is limited.
- ✓ Work with the Director of Standards to ensure the outcome owned is achieved.
- ✓ Help other Executive board outcome owners achieve their outcomes as appropriate.
- ✓ Be prepared to represent LeGSB at regional and national events

### **Organisation**

- ✓ The board will sit as the ultimate decision making authority for LeGSB.
- ✓ The chair person will be responsible for the content of the meeting working with the Director of Standards to prepare an agenda. An administrator from the NWeGG partnership office will take minutes, distribute papers and arrange the meetings. The accountable body will report the financial position as requested by the executive board.
- ✓ Decision making will be a general agreement unless a member feels a vote should be recorded. In which case, each member will represent their organisation and have one vote. The chair will only have a casting vote. The NWeGG programme manager and the accountable body will not have a vote.

- ✓ Minutes will be made available to all members through the LeGSB web site. Board members will be e-mailed the minutes along with any other LeGSB member requesting them.
- ✓ Decisions of the Executive Steering Board can only be taken within the constraints of the Standing Orders and Financial Regulations of the accountable body, and within the scope and budget of the Business Plan as adopted by the NWeGG executive
- ✓ Where necessary, the LeGSB board may make representations to the NWeGG executive to adjust the scope of the business plan

### **Strategies**

- ✓ It is recognised that there is not enough time on the executive agenda's to scrutinise or quality assure standards. Standards have to be assured by the self service process and, on demand, by peer reviews. The Board will assure the processes and strategies that underpin the self assessment and peer review capabilities.
- ✓ The Board will agree outcomes to achieve for a particular domain and allocate a member of the board to be responsible for each one. These outcomes will be monitored at each meeting to ensure progress is made.
- ✓ The Board will agree a strategy of how LeGSB will go about achieving its targets based on the business plan. This will be written up in an easy to understand document so that all stakeholders will understand or can refer to their role and the method used to achieve a particular step.
- ✓ Each Board member should be authorised to represent their organisation and be in a position to make representative contributions.

## **6. Overview and Scrutiny**

The operations of LeGSB shall be subject to any requirement for performance management, scrutiny or probity that any duly authorised body may require in accordance with the laws of England and Wales

## 7. Change

This constitution, once ratified by

- ✓ the NWeGG Executive or its Chair
- ✓ the NWeGG Portfolio Holder for LeGSB
- ✓ representatives of Communities for Local Government
- ✓ the Solicitor to the Council of Sedgemoor District Council as home authority of the Director of Standards

cannot be amended without a two thirds majority vote of the LeGSB Executive Steering Group EXCEPT:

- ✓ where changes are made to the rules and regulations of Tameside which govern the activities of LeGSB and in such instances said changes will be deemed to be incorporated into this Constitution from the time and date upon which they come into force.

In the event of a conflict between this Constitution and the constitution of Tameside then the constituent of Tameside shall prevail